

# Brede

## EXPOSITION SERVICES

### IAI Centennial Conference



Sacramento Convention Center  
Sacramento, CA  
August 2-8, 2015

Dear Exhibitor:

Brede Exposition Services is pleased to have been selected as the Official Service Contractor for the upcoming **IAI Centennial Conference**. We recognize that your participation in this event is a vital part of your firm's marketing program, and we want to do everything possible to make it profitable and rewarding for you.

Included in this service manual are forms for ordering various services and equipment. The Brede forms are to be returned to our office, the others to the specific contractors who are providing the services. Please review, complete, and submit your order forms as early as possible to take advantage of our discount pricing.

Please refer to the enclosed *Show Details* page for vital facts and information about this event. If you have any additional questions about Brede's services, please do not hesitate to call or email Brede's IAI Centennial Conference Customer Service Representative at [cswashington@brede.com](mailto:cswashington@brede.com).

A Brede Service Desk will be maintained in the exhibit area during exhibitor move-in to answer any questions that arise and to assist with any last minute requirements.

We look forward to working with you and your company toward a successful show.

Thank you.

# Brede



## EXPOSITION SERVICES

## IAI Centennial Conference

Sacramento Convention Center  
Sacramento, CA  
August 2-8, 2015

### Brede Customer Service

- 301.937.8600 Fax 301.937.6513 e-mail: [cswashington@brede.com](mailto:cswashington@brede.com)
- Office Hours: 8:00 AM - 4:30 PM (eastern time)
- No telephone orders accepted; please complete and submit your order and credit card information to Brede.

### Show Management

- Jim Murray, Trade Show Director
- International Association for Identification
- 407.222.4684

### Booths

Each 10' booth includes:

- 8' high back drape
- 3' high side drape
- (1) 6' x 30" draped table - Gold
- (2) side chairs
- (1) waste basket
- Booth Carpet - Blue
- (1) one-line booth ID sign with booth number

*There are no substitutions on the booth package items listed above. If you wish to order additional items, please fill out the order forms included in this manual and return to our Brede office. Fax: 301.937.6513 / email: [cswashington@brede.com](mailto:cswashington@brede.com).*

Drape Colors: White/Gold

Aisle Carpet Color: Blue

**IAI is carpeting the exhibit hall in Blue Carpet.** Exhibitors may choose to rent their own color carpet through Brede Exposition Services using the *Carpet Order* form.

### Material Handling

#### Advance to Warehouse

Late to warehouse charges apply after: **July 24, 2015**

TO: Exhibiting Company Name and Booth #

FOR: IAI Centennial Conference

Brede Exposition Services

c/o YRC Freight

3210 52nd Ave

Sacramento, CA 95823

#### Direct to Show Site

Do not deliver prior to: **August 2, 2015**

TO: Exhibiting Company Name and Booth #

FOR: IAI Centennial Conference

c/o Brede Exposition Services

Sacramento Convention Center

1400 J St Loading Dock

Via 14th + K St Loading Dock

Sacramento, CA 95814

### Exhibitor Schedule

|                            |           |                |         |   |          |                                    |
|----------------------------|-----------|----------------|---------|---|----------|------------------------------------|
| <b>Exhibitor Move-in:</b>  | Sunday*   | August 2, 2015 | 8:00 AM | — | 6:00 PM  | *For booths 600 sq. ft. and larger |
|                            | Monday    | August 3, 2015 | 8:00 AM | — | 2:00 PM  |                                    |
| <b>Show Hours:</b>         | Monday    | August 3, 2015 | 4:00 PM | — | 7:00 PM  |                                    |
|                            | Tuesday   | August 4, 2015 | 9:00 AM | — | 7:00 PM  |                                    |
|                            | Wednesday | August 5, 2015 | 9:00 AM | — | 3:00 PM  |                                    |
| <b>Exhibitor Move-out:</b> | Wednesday | August 5, 2015 | 3:00 PM | — | 10:00 PM |                                    |

- Drivers for all carriers must be checked in at the Brede Service Desk for pick-up of freight by: **8:00 PM on Wednesday, August 5, 2015.**

### Utilities & Services

- For booth utilities and additional booth services, please contact the individual suppliers using the enclosed order forms.



[Find more on Brede.com](http://Find more on Brede.com)



**phone** 301.937.8600

**fax** 301.937.6513

**e-mail** [cswashington@brede.com](mailto:cswashington@brede.com)



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**Information  
Form**

Please make your show site representative aware of the following policies.

**Important  
Deadlines**

- Take advantage of advance order discount pricing! Orders must be received with payment in full no later than the following dates. Orders received with payment in full after discount deadline dates will be invoiced at "standard floor" pricing.

|                                |               |
|--------------------------------|---------------|
| Carpet and furnishings rentals | July 17, 2015 |
| Custom exhibits rentals        | July 17, 2015 |
| Labor orders                   | July 17, 2015 |

- Freight received at the warehouse after the deadline will incur an additional charge.

|  |                |
|--|----------------|
| Advance shipments to warehouse to arrive by:     | July 24, 2015  |
| Shipments to show site to arrive no sooner than: | August 2, 2015 |

**Payment  
Policies**

- Orders received without full payment or credit card information will not be processed.
- A credit card on file is required when using Brede Exposition Services.
- All charges must be paid prior to close of show.
- For your convenience, we accept the following methods of payment: cash; checks and money orders drawn on U.S. banks in U.S. funds; and credit cards including VISA, MasterCard and American Express.
- Purchase Orders are not considered payment; therefore, a check or credit card is required.

**Cancellations  
&  
Adjustments**

- Cancellations are invoiced at 50% of original price, unless otherwise noted on order form.
- No adjustments will be made after close of the show.

**Tax  
Exemption**

- If tax exempt, a copy of your tax exempt certificate must accompany your order. This is not a resale certificate.
- No adjustments for tax exempt status will be made after close of the show.

**Third Party  
Payment  
Billing**

- The exhibiting company is ultimately responsible for the payment of all charges. If no arrangements are made for payment of invoice(s) by the third party prior to the last day of the show, charges will revert back to the exhibitor.

**Miscellaneous**

- Rental items not ordered, yet found in booths, are invoiced at "Standard Floor" pricing.
- All prices are in U.S. dollars (\$).
- All rental items are subject to applicable taxes.
- All rental items remain the property of Brede Exposition Services.



[Find more on Brede.com](http://Find more on Brede.com)



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fax 301.937.6513

e-mail [cswashington@brede.com](mailto:cswashington@brede.com)



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**Required  
Form**

*This form must accompany any completed order form(s) submitted to Brede.*

*Payment Method must be completed to process orders.*

*Orders received without full payment or credit card information will not be processed.*

**Advance Order Discount Deadline: July 17, 2015**

**Order  
Summary**

|                       |           |       |
|-----------------------|-----------|-------|
| Carpet                | \$        | _____ |
| Tables & Accessories  | \$        | _____ |
| Brede Rental Exhibits | \$        | _____ |
| Material Handling     | \$        | _____ |
| Labor                 | \$        | _____ |
| Forklift              | \$        | _____ |
| Hanging Sign          | \$        | _____ |
| Graphics              | \$        | _____ |
| <b>Total Due</b>      | <b>\$</b> | _____ |

**Payment  
Method**

- For your convenience, we accept cash, checks and money orders drawn on U.S. banks in U.S. funds, VISA, MasterCard and American Express.
- Purchase Orders are not considered payment.
- All charges must be paid prior to close of show.
- Orders received without full payment or credit card information will not be processed.
- A credit card on file is required when using Brede Exposition Services.

☐ Third Party Payer

☐ Tax Exempt  
include certificate

Brede Job #  
508.305

Our Federal ID #  
52-1248980

☐ Pay By Credit Card

- Please complete the *Credit Card Authorization* form and submit with your order.

☐ Pay By Check or Money Order Payable to Brede Exposition Services

- International checks must be drawn on a U.S. bank, U.S. funds account only—processing fee of \$25.00.
- Please include **IAI Centennial Conference** and booth number on all payments.

Check Number \_\_\_\_\_

Dated \_\_\_\_\_

Amount \_\_\_\_\_

**Exhibiting  
Company**

Company: \_\_\_\_\_ Contact: \_\_\_\_\_  
Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Booth Number

**COMPLETE and SUBMIT this form:**

by mail Brede Exposition Services | 6801 Mid-Cities Avenue | Beltsville, MD 20705-1411 | USA by fax 301.937.6513

**Order Summary / Payment Method**



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IAI Centennial Conference

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Sacramento, CA

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**Required  
Form**

*This form must accompany any completed order form(s) submitted to Brede.*

*A credit card must be on file prior to the delivery of any goods or services.*

*Orders received without full payment or credit card information will not be processed.*

**Terms**

- All charges must be paid prior to close of show.
- Orders received without full payment or credit card information will not be processed.
- A credit card on file is required when using Brede Exposition Services.
- Submitting credit card information and signature indicates agreement with the terms below.

**Credit  
Card**

*I authorize Brede Exposition Services to charge any additional amounts incurred by me or my show representative, including material handling and/or labor charges. If credit card is declined, Standard Floor pricing prevails and a \$25.00 service charge will be added.*

☐ Third Party Payer

Cardholder's name (please print): \_\_\_\_\_

Cardholder's Signature: \_\_\_\_\_

Cardholder's Billing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

VISA MC AMEX

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|
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EXP

|  |  |  |  |
|--|--|--|--|
|  |  |  |  |
|--|--|--|--|

Exhibiting Company \_\_\_\_\_

Booth Number

**COMPLETE and SUBMIT this form:**

by mail Brede Exposition Services | 6801 Mid-Cities Avenue | Beltsville, MD 20705-1411 | USA by fax 301.937.6513

**Credit Card Authorization**



#### Standard Carpet Colors

*Burgundy*



*Blue*



*Red*



*Plum*



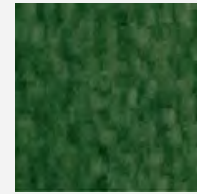
*Teal*



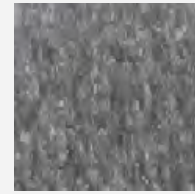
*Black*



*Forest Green*



*Grey*

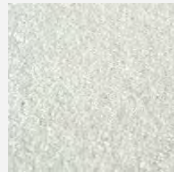


#### Plush Custom Carpeting

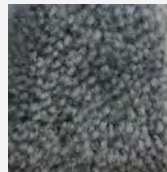
*Charcoal*



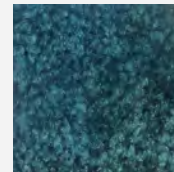
*White*



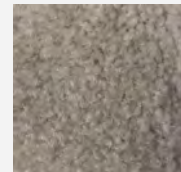
*Blue Mist*



*Jade*



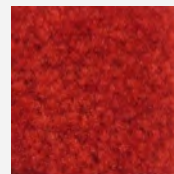
*Grey Pearl*



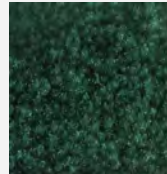
*French Beige*



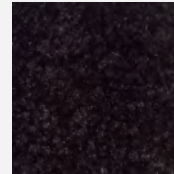
*Red*



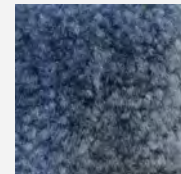
*Emerald*



*Black*



*Colony Blue*



#### Display Table Drape Colors

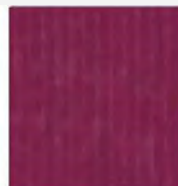
*Black*



*Blue*



*Burgundy*



*Forest Green*



*Plum*



*Gold*



*Grey*



*Red*



*Teal*



*White*



[Find more on Brede.com](http://Find more on Brede.com)



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e-mail [cswashington@brede.com](mailto:cswashington@brede.com)



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**Order  
Form**

Submit this form if you wish to rent carpet, visqueen, or padding from Brede.

Enter the Carpet Total below on Order Summary / Payment form.

Orders received without full payment or credit card information will not be processed.

**Advance Order Discount Deadline: July 17, 2015**

IAI is carpeting the exhibit hall in Grey Carpet. Exhibitors may choose to rent their own color carpet through Brede Exposition Services using the Carpet Order form.



[Find more on Brede.com](http://Brede.com)

## Standard Carpeting

Select from Standard Colors (if no color is selected, show colors will prevail.)

☐ Black

☐ Blue

☐ Red

☐ Forest Green

☐ Burgundy

| Qty   | Size          |  | Advance                | Standard               | Subtotal |
|-------|---------------|--|------------------------|------------------------|----------|
| _____ | 10' Carpet    |  | \$ 160.00              | \$ 208.00              | \$ _____ |
| _____ | 20' Carpet    |  | \$ 320.00              | \$ 416.00              | \$ _____ |
| _____ | 30' Carpet    |  | \$ 480.00              | \$ 634.00              | \$ _____ |
| _____ | 40' Carpet    |  | \$ 640.00              | \$ 842.00              | \$ _____ |
| _____ | Full Coverage | _____ x _____ = _____ sq. ft.<br>(100 sq. ft. minimum) | \$ 5.25<br>per sq. ft. | \$ 6.75<br>per sq. ft. | \$ _____ |

- Standard carpets ordered in multiples of 2 or more do not include seaming and exact color match is not guaranteed.

## Options

|       |                |                               |                        |                        |          |
|-------|----------------|-------------------------------|------------------------|------------------------|----------|
| _____ | Carpet Padding | _____ x _____ = _____ sq. ft. | \$ 1.60                | \$ 2.10                | \$ _____ |
| _____ | Visqueen       | _____ x _____ = _____ sq. ft. | \$ 1.25<br>per sq. ft. | \$ 1.65<br>per sq. ft. | \$ _____ |

## Plush Custom Carpeting

Select from Custom Colors

☐ Charcoal

☐ White

☐ Blue Mist

☐ Jade

☐ Grey Pearl

☐ French Beige

☐ Red

☐ Emerald

☐ Black

☐ Colony Blue

|       |               |  |                        |                        |          |
|-------|---------------|--|------------------------|------------------------|----------|
| _____ | Full Coverage | _____ x _____ = _____ sq. ft.<br>(100 sq. ft. minimum) | \$ 6.00<br>per sq. ft. | \$ 7.75<br>per sq. ft. | \$ _____ |
|-------|---------------|--|------------------------|------------------------|----------|

- Includes poly covering for protection.
- To guarantee availability, orders must be received 30 days prior to show move-in.
- Cancelled orders for custom carpet will be charged 100%.

## Important Notes

- Orders cancelled prior to move-in will be charged 50% of the original price.
- Orders cancelled after move-in begins will be charged 100% of the original price.
- A credit card on file is required when using Brede Exposition Services.
- All charges must be paid prior to close of show.

## Calculate

|                     |                 |
|---------------------|-----------------|
| Subtotal            | \$ _____        |
| 8.5% CA Tax         | \$ _____        |
| <b>Carpet Total</b> | <b>\$ _____</b> |

- Transfer this total to the Order Summary / Payment form.
- Payment Method must be completed to process orders.
- Orders received without full payment or credit card will not be processed.

Exhibiting Company \_\_\_\_\_

Booth Number

**COMPLETE and SUBMIT this form:**

by mail Brede Exposition Services | 6801 Mid-Cities Avenue | Beltsville, MD 20705-1411 | USA by fax 301.937.6513

Carpet



## EXPOSITION SERVICES

## IAI Centennial Conference

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August 2-8, 2015

Order  
Form

Submit this form if you wish to rent tables, risers or furnishings from Brede.

Enter the Table &amp; Accessories Total below on Order Summary / Payment form.

Orders received without full payment or credit card information will not be processed.

Advance Order Discount Deadline: July 17, 2015

## Tables

| Qty   | Item                   | Advance   | Standard  | Subtotal |
|---|------------------------|-----------|-----------|----------|
| <b>30" High Display Tables (includes white vinyl top, 3 side drape)</b> |                        |           |           |          |
| _____   | 4' x 2' draped table   | \$ 107.00 | \$ 139.75 | \$ _____ |
| _____   | 6' x 2' draped table   | \$ 130.00 | \$ 170.00 | \$ _____ |
| _____   | 8' x 2' draped table   | \$ 153.00 | \$ 199.25 | \$ _____ |
| _____   | 4th side drape         | \$ 47.00  | \$ 61.00  | \$ _____ |
| _____   | 4' x 2' undraped table | \$ 69.00  | \$ 89.50  | \$ _____ |
| _____   | 6' x 2' undraped table | \$ 81.00  | \$ 104.50 | \$ _____ |
| _____   | 8' x 2' undraped table | \$ 92.00  | \$ 119.25 | \$ _____ |
| <b>42" High Display Tables (includes white vinyl top, 3 side drape)</b> |                        |           |           |          |
| _____   | 4' x 2' draped table   | \$ 135.00 | \$ 175.50 | \$ _____ |
| _____   | 6' x 2' draped table   | \$ 164.00 | \$ 213.00 | \$ _____ |
| _____   | 8' x 2' draped table   | \$ 183.00 | \$ 238.50 | \$ _____ |
| _____   | 4th side drape         | \$ 55.00  | \$ 71.50  | \$ _____ |
| _____   | 4' x 2' undraped table | \$ 84.75  | \$ 110.25 | \$ _____ |
| _____   | 6' x 2' undraped table | \$ 96.00  | \$ 125.00 | \$ _____ |
| _____   | 8' x 2' undraped table | \$ 105.25 | \$ 136.75 | \$ _____ |
| <b>12" Tabletop Risers (includes white vinyl top)</b>                   |                        |           |           |          |
| _____   | 4' x 12" draped riser  | \$ 65.25  | \$ 85.00  | \$ _____ |
| _____   | 6' x 12" draped riser  | \$ 75.50  | \$ 98.25  | \$ _____ |

## Accessories

[Find more on Brede.com](http://Brede.com)

| Qty   | Item   | Advance   | Standard  | Subtotal |
|-------|--|-----------|-----------|----------|
| _____ | Padded Side Chair—Grey   | \$ 72.50  | \$ 94.25  | \$ _____ |
| _____ | Padded Arm Chair—Grey  | \$ 89.75  | \$ 116.50 | \$ _____ |
| _____ | Counter Stool with Back  | \$ 100.00 | \$ 130.00 | \$ _____ |
| _____ | 30" Pedestal Table<br><input type="checkbox"/> 30" d <input type="checkbox"/> 36" d        | \$ 140.00 | \$ 182.00 | \$ _____ |
| _____ | 40" Pedestal Table<br><input type="checkbox"/> 30" d <input type="checkbox"/> 36" d        | \$ 145.25 | \$ 188.75 | \$ _____ |
| _____ | Waste basket   | \$ 27.50  | \$ 35.75  | \$ _____ |
| _____ | Floor Easel  | \$ 38.75  | \$ 50.25  | \$ _____ |
| _____ | Sign Stand 22" x 28"   | \$ 138.00 | \$ 180.00 | \$ _____ |
| _____ | Bag Rack   | \$ 189.00 | \$ 246.00 | \$ _____ |
| _____ | Literature Rack  | \$ 150.00 | \$ 195.00 | \$ _____ |
| _____ | Tackboard 8'x4'<br>(horizontal only)   | \$ 211.50 | \$ 275.00 | \$ _____ |
| _____ | Perfboard 8' x 4'<br><input type="checkbox"/> horizontal <input type="checkbox"/> vertical | \$ 211.50 | \$ 275.00 | \$ _____ |
| _____ | 3' high drapery (per ft)   | \$ 17.50  | \$ 22.75  | \$ _____ |
| _____ | 8' high drapery (per ft)   | \$ 22.50  | \$ 29.25  | \$ _____ |

Select Drape Color (if no color is selected, show colors will prevail.)

☐ Black☐ Blue☐ Teal☐ Gold☐ Burgundy☐ White☐ Red☐ Plum☐ GreyImportant  
Notes

- Orders cancelled prior to move-in will be charged 50% of the original price.
- Orders cancelled after move-in begins will be charged 100% of the original price.
- A credit card on file is required when using Brede Exposition Services.
- All charges must be paid prior to close of show.

## Calculate

Subtotal \$ \_\_\_\_\_

8.5% CA Tax \$ \_\_\_\_\_

Table Total \$ \_\_\_\_\_

- Transfer this total to the Order Summary / Payment form.
- Payment Method must be completed to process orders.
- Orders received without full payment or credit card will not be processed.

Booth Number

Exhibiting Company \_\_\_\_\_

COMPLETE and SUBMIT this form:

by mail Brede Exposition Services | 6801 Mid-Cities Avenue | Beltsville, MD 20705-1411 | USA by fax 301.937.6513

Tables &amp; Accessories





## EXPOSITION SERVICES

## IAI Centennial Conference

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Sacramento, CA

August 2-8, 2015



**Order  
Form**

Submit this form if you wish to rent a hardwall exhibit from Brede.

Please contact Brede if you would like to inquire about our Custom Rental Exhibits.

Enter the Rental Exhibits Total below on Order Summary / Payment form.

Orders received without full payment or credit card information will not be processed.

**Advance Order Discount Deadline: July 17, 2015**



### Plan A: 10' In-Line Option Includes:

- Hardwall Panels • Carpet • (1) side chair • (1) counter • (2) shelves • Header • Labor to Install & Dismantle

| Qty | Item                     | Advance     | Standard    | Subtotal |
|-----|--------------------------|-------------|-------------|----------|
|     | White Hardwall Panels    | \$ 2,417.00 | \$ 3,142.00 | \$       |
|     | Color Hardwall Panels    | \$ 2,667.00 | \$ 3,467.00 | \$       |
|     | Velcro Compatible Panels | \$ 3,282.00 | \$ 4,266.50 | \$       |



### Plan B: 20' In-Line Option Includes:

- Hardwall Panels • Carpet • (2) side chair • (1) counter • (4) shelves • Header • Labor to Install & Dismantle

| Qty | Item                     | Advance     | Standard    | Subtotal |
|-----|--------------------------|-------------|-------------|----------|
|     | White Hardwall Panels    | \$ 4,381.00 | \$ 5,695.00 | \$       |
|     | Color Hardwall Panels    | \$ 4,781.00 | \$ 6,215.00 | \$       |
|     | Velcro Compatible Panels | \$ 5,765.00 | \$ 7,494.50 | \$       |

### Color

Select Panel Color (Hardwall Color/Velcro Panels)

☐ Black

☐ Blue

☐ Grey

Select Carpet Color:

☐ Black

☐ Blue

☐ Red

☐ Burgundy

☐ Forest Green

### Header Copy:

Header Copy ~ One line with block letters:

(Please print clearly. Logos, color, & special lettering available at an additional cost. Call for quote.)

### Additional Options

| Qty | Item                             | Advance   | Standard  | Subtotal |
|-----|----------------------------------|-----------|-----------|----------|
|     | Standard Counter 18"x39"x40"     | \$ 181.50 | \$ 236.00 | \$       |
|     | Adjustable Shelves               | \$ 46.00  | \$ 60.00  | \$       |
|     | Spot Lights (use w/ rental only) | \$ 51.00  | \$ 66.50  | \$       |

Additional booth furnishings can be found throughout manual. Look for upgraded carpet, carpet pad, graphics, chairs, etc.



### Why Choose Custom?

Every exhibitor wishes to present a strong positive image of their company. What better way to do this than with a personalized exhibit?



### Important Notes

- Electricity is not included with rental.
- Cancelled orders will be charged 100% of the original price.
- A credit card on file is required when using Brede Exposition Services.
- All charges must be paid prior to close of show.
- There is a \$50.00 surcharge for keys not returned to the service desk @ close of show.

### Calculate

Subtotal \$

8.5% CA Tax \$

Est. Total \$

- Transfer this total to the Order Summary / Payment form.
- Payment Method must be completed to process orders.
- Orders received without full payment will not be processed.

Exhibiting Company \_\_\_\_\_

Booth Number

**COMPLETE and SUBMIT this form:**

by mail Brede Exposition Services | 6801 Mid-Cities Avenue | Beltsville, MD 20705-1411 | USA by fax 301.937.6513

Brede Rental Exhibits

# Brede

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August 2-8, 2015

## Why Choose Custom?

Exhibitors will have full access to Brede Exposition Services' design expertise. A Brede Design Specialist is available to create a customized exhibit that is within your desired budget. An attractive and functional exhibit will complement your marketing strategy, maximize your booth space, and enhance your presence on the show floor.

### Inline



10x20



10x20

### Island



20x20

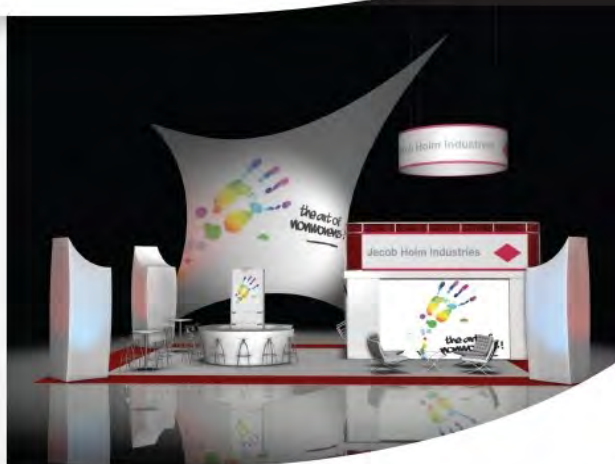


15x30

### Island



15x20



30x45

Custom Rental Exhibits



[Find more on Brede.com](http://Find more on Brede.com)



phone 301.937.8600

fax 301.937.6513

e-mail [cswashington@brede.com](mailto:cswashington@brede.com)



# Brede

## EXPOSITION SERVICES

### IAI Centennial Conference

Sacramento Convention Center

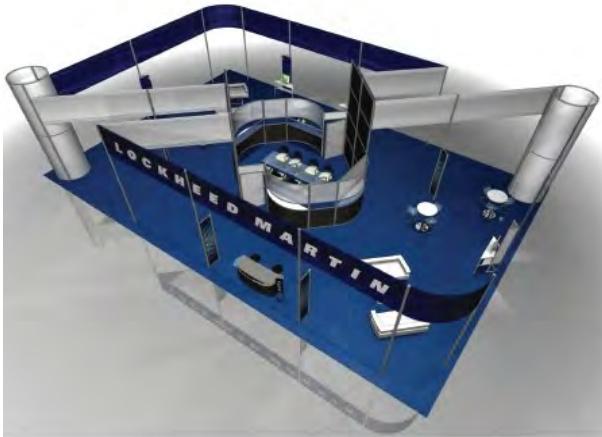
Sacramento, CA

August 2-8, 2015

#### Why Choose Custom?

We will work with you to create a customized exhibit to showcase your company. Most importantly, the Brede Design Team will work with you from the beginning concept through on-site completion.

#### Custom

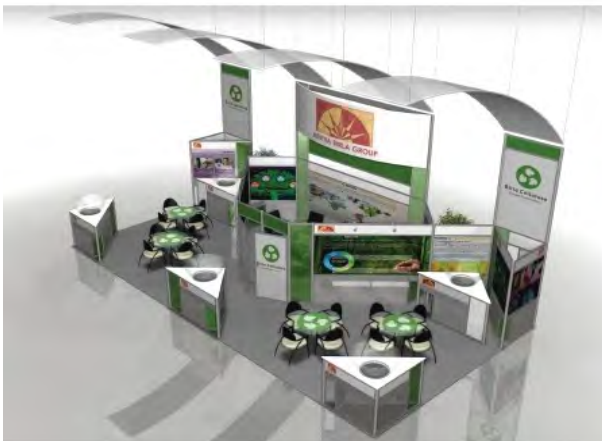


40x60



20x30

#### Custom



20x40

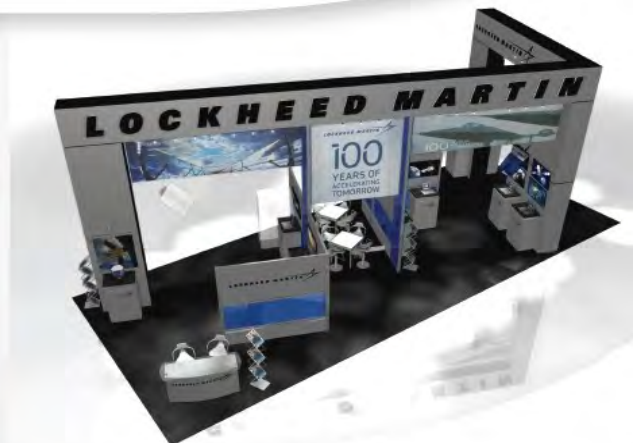


30x50

#### Custom



40x80



20x45

# Custom Rental Exhibits



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EXPOSITION SERVICES

IAI Centennial Conference

Sacramento Convention Center

Sacramento, CA

August 2-8, 2015



**Information  
Form**

*Brede Exposition Services' liability shall be limited to the physical loss or damage to the specific article which is lost or damaged as described below.  
Please make your show site representative aware of the following policy.*

## **Limitations of Brede Exposition Services' Liability and Responsibility**

1. Brede Exposition Services shall not be responsible for damage to uncrated materials, materials improperly packed, or concealed damage.
2. Brede Exposition Services shall not be responsible for loss, theft, or disappearance of exhibitor's materials after same have been delivered to exhibitor's booth.
3. Brede Exposition Services shall not be responsible for loss, theft, or disappearance of materials before they are picked up from exhibitor's booth for re-loading after the show. Brede bills of lading covering outgoing shipments which are tendered to Brede Exposition Services by exhibitors, will be checked at time of actual pickup from booth and corrections made where discrepancies occur.
4. Brede Exposition Services shall not be liable to any extent whatsoever for any actual, potential, or assumed loss of profits or revenues, or for any collateral costs, which may result from any loss or damage to an exhibitor's material which make it impossible or impractical to exhibit same.
5. The consignment or delivery of a shipment to Brede Exposition Services by an exhibitor, or by any shipper on behalf of any exhibitor shall be construed as an acceptance by such exhibitor (and/or other shipper) of the terms and conditions set forth in this bulletin.
6. Brede Exposition Services shall exercise ordinary diligence and care in the receiving, handling and storage of all shipments. Brede Exposition Services shall not be liable for loss or damage by fire, acts of God, or causes beyond its control. Brede Exposition Service's liability shall be limited to the physical loss or damage to the specific article which is lost or damaged. In any case, the liability of Brede Exposition Services is limited to \$.30 per pound per article, with a maximum of \$50.00 per item, and a maximum of \$1,000.00 per shipment. This applies while these goods are in Brede's warehouse, in vehicles for delivery, or at show site.
7. Claims for loss or damage which are not submitted to Brede Exposition Services within thirty (30) days of the close of the show on which the loss or damage occurred shall be considered waived. No suit or action shall be brought against Brede Exposition Services or its subcontractors more than one (1) year after the accrual of the cause of action therefore.
8. Shipments received without receipts, freight bills, or specified unit counts on receipts or freight bills (i.e., one lot, 800 cu. ft., etc.), such as UPS or van lines will be delivered to the exhibitor's booth without guarantee of piece count or condition. No liability will be assumed by Brede Exposition Services for such shipments.
9. Empty container labels will be available at the service desk. Affixing the labels is the sole responsibility of the exhibitor or his/her representative. All previous labels should be removed or completely covered. Brede Exposition Services assumes no responsibility for errors to the aforementioned procedure, removal of containers with old empty labels and without Brede Exposition Services labels, improper information on empty labels, or valuables stored in containers with empty labels.
10. Exhibitors should arrange for outgoing shipments during the show or immediately after its close. Brede will assist in the preparation of Brede bills of lading. Be sure that your material has been carefully crated or packed, and properly tagged or marked.
11. In order to expedite removal of materials, Brede Exposition Services shall have authority, without further clearance with exhibitors, to change designated carriers.
12. Labor and services ordered on behalf of exhibitors by display builders or other parties must be so authorized in a letter from exhibitors. Payment for all labor and services will be the responsibility of the exhibitor.
13. Freight handling charges are the responsibility of the exhibitor to whom shipments have been consigned. Also, charges for loading out freight shipments are the responsibility of the exhibitor from whose booth shipments are made. Exhibitors may not assign this responsibility to suppliers or customers.  
  
The exhibitor agrees, in the event of a dispute with Brede Exposition Services relative to any loss or damage to any of their materials or equipment, that they will not withhold payment of any amount due to Brede Exposition Services for Drayage or any other services provided by Brede Exposition Services as an offset against the amount of the alleged loss or damage. Instead, they agree to pay Brede Exposition Services at the close of the show for all such charges, and they further agree that any claim they may have against Brede Exposition Services shall be pursued independently by them as a completely separate transaction to be resolved on its own merits.
14. Service charge of 1-1/2% per month on any unpaid balance will be made starting 30 days after date of invoice.
15. Where an exhibitor indicates choice of carrier for pickup it is the exhibitor's responsibility to arrange with such carrier for said pickup service. If the carrier does not pick up within the time limited for the removal of exhibitor's materials at the Exhibit Hall, we reserve the right to forward such material by the shipping method of our choice or to remove said material to our warehouse for disposition, at an additional charge to the exhibitor in accordance with prevailing rates for the service performed.
16. Material left behind without orders placed at the Drayage Service Desk may be classified as abandoned. The Drayage Contractor shall not be responsible for same. We are not responsible for any delay of rush shipments. We will expedite such rush shipments to the best of our ability, but will not assume any financial responsibility for shipments which do not arrive at their destination at a dated time.
17. **EXHIBITORS ARE URGED TO CARRY ALL-RISK INSURANCE** covering your materials against damage, loss and all other hazards from the time shipments are made prior to the show until shipments are received back after the show. This can generally be done by adding "riders" to existing insurance policies, often at no additional cost. It is understood that Brede Exposition Services is not an insurer, that insurance, if any, shall be obtained by the exhibitor and the amounts payable to Brede Exposition Services hereunder are based on the value of the material handling services and the scope of Brede Exposition Services liability as set forth above.



**Find more on [Brede.com](http://Brede.com)**



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**e-mail [cswashington@brede.com](mailto:cswashington@brede.com)**

**Limits of Liability**





EXPOSITION SERVICES

IAI Centennial Conference

Sacramento Convention Center

Sacramento, CA

August 2-8, 2015



### Information Form

*Brede Exposition Services will receive your materials shipped in advance at our local warehouse, or shipped directly to show site. For detailed information regarding material handling services provided by Brede and the associated charges, please see below. Please make your show site representative aware of the following information.*

Exhibitors may choose to ship freight to the advance warehouse or directly to show site. Brede will receive and manage the freight at the warehouse and on show site as described in the following pages. Material handling fees are paid to Brede for these material handling services, and are separate from and independent of freight transportation charges, which are paid to a freight carrier such as YRC, ABF, FedEx, or any other carrier of the exhibitor's choosing. Exhibitors are responsible for securing a carrier of their choosing and arranging freight transportation to and from the event, and all associated transportation fees.

## Advance Shipments to the Warehouse

### Deadlines and Info

- Receiving begins **30 days prior to exhibitor move-in.**
- Shipments received at the warehouse after **July 24, 2015** are subject to additional charges.
- Ship pre-paid; collect shipments will be refused
- Uncrated, pad wrapped or specialized equipment will not be accepted at the warehouse.
- Hazardous materials will not be accepted at the warehouse.

### Advantages

There are several advantages to shipping advance to the warehouse versus directly to the show site:

- Exhibitors can confirm shipment has arrived and is intact in advance of the move-in date.
- Materials will be delivered to your booth prior to your arrival on site.
- Delivery dates and times are more flexible.

## Advance Warehouse Rates

See below for definitions and descriptions of warehouse rates, and the *Material Handling Rates* form for the associated fees.

All material handling fees are calculated on a CWT basis (per hundredweight, or fraction thereof) per shipment, and vary depending on the type of shipment, the amount of handling and the time of day. Separate shipments will not be combined. Minimum charges will apply as shown on the *Material Handling Rates* form. Be sure to review these costs when you prepare your show budget. Contact Brede for assistance in estimating your material handling charges, based upon your specific needs.

### Rates Include

Warehouse material handling rates include the following:

- Receiving exhibitor shipment at the advance warehouse, and storage beginning 30 days prior to the show.
- Movement of all exhibitor freight from warehouse to exhibit site.
- Materials unloaded and delivered to booth by move-in time.
- Pick-up and storing of shipping containers and boxes labeled EMPTY, and returning empty shipping containers to your booth at the close of the show. Empty labels may be obtained at the Brede Service Desk on show site. Empty containers are not accessible during the show.
- Removal of freight from booth, and reloading onto exhibitor's designated outbound carrier from the loading dock.

### Crated or Skidded

Use this rate for shipments that arrive via common carrier such as YRC, ABF, etc., and can be unloaded at the dock with no additional handling required. Material that is skidded or is in any type of shipping container that can be unloaded at the dock with no additional handling required.

### Special Handling

Use this rate for shipments that are crated van line shipments or packed in such a manner as to require special handling, such as ground loading, side door loading, constricted space loading and designated piece loading or stacked shipments. Also included are mixed shipments without certified weight tickets or delivery receipts, such as FedEx, UPS, POVs (personally owned vehicles).

### Small Package

Use this rate for cartons/envelopes weighing less than 25 lbs. per shipment without documentation. These will be delivered to the booth without guarantee of piece count or condition.



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EXPOSITION SERVICES

IAI Centennial Conference

Sacramento Convention Center

Sacramento, CA

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### Information Form

*Brede Exposition Services will receive your materials shipped in advance at our local warehouse, or shipped directly to show site. For detailed information regarding material handling services provided by Brede and the associated charges, please see below. Please make your show site representative aware of the following information.*

## Direct Shipments to Show Site

### Deadlines and Info

- Do not ship to the facility prior to **August 2, 2015**. Early shipments to show site may be refused. Brede Exposition Services will be on show site at the loading dock to receive exhibitor materials only during move-in hours.
- Ship pre-paid; collect shipments will be refused.
- Hazardous materials will not be accepted at show site.

## Direct to Show Site Rates

See below for definitions and descriptions of direct to show site rates, and the *Material Handling Rates* form for the associated fees.

All material handling fees are calculated on a CWT basis (per hundredweight, or fraction thereof) per shipment, and vary depending on the type of shipment, the amount of handling and the time of day. Separate shipments will not be combined. Minimum charges will apply as shown on the *Material Handling Rates* form. Be sure to review these costs when you prepare your show budget. Contact Brede for assistance in estimating your material handling charges, based upon your specific needs.

### Rates Include

Direct to show site material handling rates include the following:

- Materials unloaded at loading dock and delivered to booth.
- Pick-up and storing of shipping containers and boxes labeled EMPTY, and returning empty shipping containers to your booth at the close of the show. Empty labels may be obtained at the Brede Service Desk on show site. Empty containers are not accessible during the show.
- Removal of freight from booth, and reloading onto exhibitor's designated outbound carrier from the loading dock.

### Crated or Skidded

Use this rate for shipments that arrive via common carrier such as YRC, ABF, etc., and can be unloaded at the dock with no additional handling required. Material that is skidded or is in any type of shipping container that can be unloaded at the dock with no additional handling required.

### Special Handling

Use this rate for shipments that are crated van line shipments or packed in such a manner as to require special handling, such as ground loading, side door loading, constricted space loading and designated piece loading or stacked shipments. Also included are mixed shipments without certified weight tickets or delivery receipts, such as FedEx, UPS, POVs (personally owned vehicles).

### Uncrated, Unskidded, or Wrapped

Use this rate for shipments that are not in crates, cases, or boxes and/or pad wrapped, specialized equipment, unskidded machinery or uncrated POV shipments. Uncrated shipments are received at show site only.

### Small Package

Use this rate for cartons/envelopes weighing less than 25 lbs. per shipment without documentation. Will be delivered to booth without guarantee of piece count or condition.

## Overtime Charges

### Inbound

Overtime charges apply on inbound shipments if:

- Your shipment is to be delivered to your booth before 8:00 am or after 4:00 pm on weekdays, or anytime on a Saturday, Sunday and/or Holiday, or
- Your shipment is received at the warehouse, and is delivered to show site before 8:00 am or after 4:00 pm on weekdays, or anytime on a Saturday, Sunday and/or Holiday, or
- A vehicle driver checks in at the Exhibit Site Check-In Area after 3:00 pm on weekdays, or anytime on a Saturday, Sunday and/or Holiday.

### Outbound

Overtime charges apply on outbound shipments if:

- Your shipment is loaded after 4:00 pm on weekdays, or anytime on a Saturday, Sunday and/or Holiday, or
- Your carrier driver checks in at the Exhibit Site Check-In Area after 3:00 pm on weekdays, or anytime on a Saturday, Sunday and/or Holiday.



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EXPOSITION SERVICES

IAI Centennial Conference

Sacramento Convention Center

Sacramento, CA

August 2-8, 2015



**Information  
Form**

*Brede Exposition Services will receive your materials shipped in advance at our local warehouse, or shipped directly to show site. For detailed information regarding material handling services provided by Brede and the associated charges, please see below. Please make your show site representative aware of the following information.*

**Material Handling Documentation**

**Inbound  
Bill of Lading**

All inbound shipments must have a Bill of Lading or delivery slip showing the number of pieces, type of merchandise and weight. Shipments received without this information will be delivered to exhibitor's booth without guarantee of piece count or condition. No liability will be assumed by Brede for such shipments. Billed weight is based on incoming weight, whether outbound services are used completely or in part. The weight is rounded up to the next one hundred pounds (100 lbs) and is taken from the inbound Bill of Lading and/or the certified weight ticket. Separate shipments will not be combined. Shipments arriving without a specified weight on the Bill of Lading will be assigned an approximate weight by Brede. This weight will prevail.

**Advance  
Warehouse  
Shipping  
Address**

TO: Exhibiting Company Name and Booth #  
FOR: IAI Centennial Conference  
Brede Exposition Services  
c/o YRC Freight  
3210 52nd Ave  
Sacramento, CA 95823

- Use this address and information on your inbound bill of lading if shipping your freight to the Advance Warehouse.
- Please use the freight labels provided in this service manual.
- Receiving hours: M - F 8:00 a.m. to 4:00 p.m.
- All shipments must be prepaid: collect shipments will be refused.
- Brede does not accept shipments that are not consigned to Brede Exposition Services. Such shipments will be refused.
- **All shipments to the Advance Warehouse must arrive by July 24, 2015 to avoid late charges.**

**Direct to  
Show site  
Shipping  
Address**

TO: Exhibiting Company Name and Booth #  
FOR: IAI Centennial Conference  
c/o Brede Exposition Services  
Sacramento Convention Center  
1400 J St Loading Dock  
Via 14th + K St Loading Dock  
Sacramento, CA 95814

- Use this address and information on your inbound bill of lading if shipping your freight Direct to Show site.
- Please use the freight labels provided in this service manual.
- All shipments must be prepaid: collect shipments will be refused.
- Brede does not accept shipments that are not consigned to Brede Exposition Services. Such shipments will be refused.
- **Shipments will be received at the facility no sooner than August 2, 2015 during move-in hours.**

**Empty  
Containers,  
Labels**

Exhibitors with crates or boxes that need to be returned to pack up booth equipment at the end of the show must affix empty labels on the containers as soon as they are empty. Empty labels will be available at the Brede Service Desk. Affixing the labels is the sole responsibility of the exhibitor. Brede assumes no responsibility for removal of containers with old empty labels, improper information on labels or valuables stored in containers with empty labels. Empty containers will be removed from the floor and stored until the close of the show. You will not have access to empty containers during the show. In most cases, empty containers may not be stored in your booth during the show as it is a fire hazard.

**Outbound  
Bill of Lading**

Outbound shipping is not an automatic process. Outbound Bills of Lading must be completed and turned in to the Brede Service Desk: **do not leave outbound Bills of Lading in your booth.** Exhibitors who wish to ship outbound materials via any carrier other than the show carrier must advise carrier to be checked in at the Brede Service Desk by the driver check-in time specified on the *Show Details* page. Drivers are placed in line for loading on a first-come, first-serve basis, provided the exhibitor is completely packed and a Bill of Lading has been turned in to the Service Desk. Drivers whose Bills of Lading have not been turned in will be placed in a holding queue until the booth is packed and the Bill of Lading is turned in. Should your carrier fail to check in by the designated time, Brede reserves the right to re-route shipment via the official show carrier as necessary, at the exhibitor's expense.



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EXPOSITION SERVICES

IAI Centennial Conference

Sacramento Convention Center

Sacramento, CA

August 2-8, 2015



Order  
Form

Submit this form if you will be shipping materials to the advance warehouse or show site.

Use the rates and calculator below to estimate your material handling charges.

Enter the Material Handling Estimate below on Order Summary / Payment form.

Orders received without full payment or credit card information will not be processed.

## Material Handling Rate Schedule

- For full definitions and descriptions of all rates, and rules, see the *Material Handling Information* forms included in this manual.
- All material handling fees are calculated on a CWT basis (per hundredweight, or fraction thereof) per shipment, and vary depending on the type of shipment, the amount of handling and the time of day. Separate shipments will not be combined. Minimum charges will apply as shown below. Be sure to review these costs when you prepare your show budget. Contact Brede for assistance in estimating your material handling charges, based upon your specific needs.

### Material Handling Rate

Rates below include any  
applicable OT charges  
per 100 lbs

| Description  | 200 lb minimum charge<br>per shipment |
|--|---------------------------------------|
| Advance to Warehouse: Crated   | \$105.00                              |
| Direct to Show site: Crated  | \$105.00                              |
| Advance to Warehouse: Special Handling   | \$132.00                              |
| Direct to Show site: Special Handling  | \$132.00                              |
| Direct to Show site: Uncrated, Unskidded, or Wrapped   | \$157.00                              |
| Advance to Warehouse/Direct to Show site: Small Packages   | \$55.00 each                          |
| <b>Additional Services</b>   |                                       |
| <b>Late shipments, off-target shipments &amp; site shipments received before published move-in or after show opening.</b> Freight received at the warehouse after <b>July 24, 2015</b> or at show site prior to published move-in or after show opening, add an additional charge per 100 lbs. Additional transportation charges may apply.  | \$35.00<br>per 100 lbs.               |
| <b>Spotting Fee.</b> Any vehicles driven into the exhibit hall under their own power will incur a round-trip spotting fee. Vehicles not moved in under their own power will be unloaded and charged based on weight.   | \$160.00<br>round trip                |
| <b>Special Services.</b> Shipments returned to warehouse will be charged \$15.00 per 100 lbs. with a \$250.00 minimum. Storage will be charged if shipment is not routed or picked up after three working days. Storage fees prior to 30 days before show, or after 3 days following the show are \$1.25 per 100 lbs. per day with a \$35.00 minimum. On-site container storage for freight brought in by exhibitors is \$30.00 per piece. |                                       |

## Calculate Estimated Material Handling Charges

Select: ☐ Advanced ☐ Direct

| Carrier(s)   | Tracking # or<br>Shipped From | Date of<br>Arrival | # Pieces | Est. Weight<br>CWT | Rate<br>per CWT | Estimated Cost<br>200 lb minimum |
|--|-------------------------------|--------------------|----------|--------------------|-----------------|----------------------------------|
|  |                               |                    |          |                    | X               | = \$                             |
|  |                               |                    |          |                    | X               | = \$                             |
|  |                               |                    |          |                    | X               | = \$                             |
| Transfer this total to the <i>Order Summary / Payment</i> form. Payment Method must be completed to process orders. Orders received without full payment or credit card will not be processed. |                               |                    |          |                    | <b>TOTAL</b>    | \$                               |

Show Site Contact Name \_\_\_\_\_

Show Site Phone \_\_\_\_\_

Exhibiting Company \_\_\_\_\_

Booth Number

**COMPLETE and SUBMIT this form:**

by mail Brede Exposition Services | 6801 Mid-Cities Avenue | Beltsville, MD 20705-1411 | USA by fax 301.937.6513

Material Handling Rates





EXPOSITION SERVICES

IAI Centennial Conference

Sacramento Convention Center

Sacramento, CA

August 2-8, 2015



### Information Form

By completing and submitting the Material Handling order form, exhibitor acknowledges reading and accepting the terms and conditions included on the Material Handling Information forms, as well as the Limits of Liability form. Please review these money-saving tips to make the most efficient use of your material handling budget. Please make your show site representative aware of the following information.

## Money-Saving Tips

### In General

- Ship via common carrier to avoid possible special handling surcharges.
- Ship early to avoid overnight charges whenever possible.
- Furnish accurate weight tickets with your shipment.
- Properly label/address all shipments to avoid time-consuming re-routes, mis-deliveries, and delays. Remove old shipping labels before you send materials, and attach new labels with complete information. Shipping labels are provided in this service manual for your convenience.
- When shipping direct to show site, confirm in advance that your carrier can guarantee delivery of your freight to the exhibit facility during move-in dates. When possible, schedule shipments to arrive during straight time rather than overtime periods.
- Label your freight with the number of total pieces – example 1 of 3, 2 of 3 and 3 of 3.
- Take a copy of tracking numbers to the show, as well as origination and destination points, piece counts, arrival dates and phone numbers for tracking purposes.

### Consolidate Your Shipment

- Separate shipments received by Brede will not be combined. The minimum 200 lb. charge applies to each shipment Brede receives.
- Consolidate your shipment whenever possible to avoid multiple minimum charges.

For example:

- o 1 piece weighing 36 lbs. charged @ 200 lb. minimum x \$105.00 per CWT = \$210.00
- o 1 piece weighing 62 lbs. charged @ 200 lb. minimum x \$105.00 per CWT = \$210.00
- o 1 piece weighing 54 lbs. charged @ 200 lb. minimum x \$105.00 per CWT = \$210.00

**TOTAL cost of three shipments arriving separately: \$630.00**

**OR**

- o 3 pieces totaling 152 lbs @ 200 lb minimum x \$105.00 per CWT = \$210.00

**TOTAL cost of one consolidated shipment: \$210.00 Savings of \$420.00**

- Shipments arriving at the same time from different destinations are considered separate shipments.
- Please be aware that small package handlers may split shipments resulting in Brede receiving multiple shipments.



[Find more on Brede.com](http://Brede.com)



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**ADVANCE WAREHOUSE**

**EXHIBIT MATERIAL**

**Rush to:**

**Brede** EXPOSITION SERVICES

c/o YRC Freight

3210 52nd Ave

Sacramento, CA 95823

**IAI Centennial Conference**

Sacramento Convention Center

Sacramento, CA

August 2-8, 2015

Exhibitor

Booth

**Late to warehouse charges apply after:**

**July 24, 2015**

**ADVANCE WAREHOUSE**

**EXHIBIT MATERIAL**

**Rush to:**

**Brede** EXPOSITION SERVICES

c/o YRC Freight

3210 52nd Ave

Sacramento, CA 95823

**IAI Centennial Conference**

Sacramento Convention Center

Sacramento, CA

August 2-8, 2015

Exhibitor

Booth

**Late to warehouse charges apply after:**

**July 24, 2015**

- These shipping labels are provided for your convenience to assist in preparing shipments to the advance warehouse.
- Please cut along dashed lines and affix one to each piece of your shipment to the advance warehouse.
- Please make additional copies of these labels as needed.

**Important notes: Warehouse is not temperature controlled.**

**Hazardous materials will not be accepted at the warehouse.**

**DIRECT TO SHOW SITE**

**EXHIBIT MATERIAL**

**Rush to:**

**Brede** EXPOSITION SERVICES  
Sacramento Convention Center  
1400 J St Loading Dock  
Via 14th + K St Loading Dock  
Sacramento, CA 95814

**IAI Centennial Conference**

Sacramento Convention Center  
Sacramento, CA  
August 2-8, 2015

Exhibitor

Booth

**Do not deliver prior to:**  
**August 2, 2015**

**DIRECT TO SHOW SITE**

**EXHIBIT MATERIAL**

**Rush to:**

**Brede** EXPOSITION SERVICES  
Sacramento Convention Center  
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Exhibitor

Booth

**Do not deliver prior to:**  
**August 2, 2015**

- These shipping labels are provided for your convenience to assist in preparing shipments direct to the show site.
- Please cut along dashed lines and affix one to each piece of your shipment direct to the show site.
- Please make additional copies of these labels as needed.

**Important note: Hazardous materials will not be accepted at show site.**



EXPOSITION SERVICES

IAI Centennial Conference

Sacramento Convention Center

Sacramento, CA

August 2-8, 2015



**Order  
Form**

Complete this form to request a pre-printed outbound bill of lading and shipping labels for your outbound shipment. Forms and labels will be delivered to your booth at show site.

**Requests must be submitted by: July 17, 2015**

**Notes**

- Please complete one form per shipment.
- Please review the *Material Handling Information*, *Material Handling Rate Schedule*, and *Limits of Liability* forms.
- **Do not leave Bills of Lading in your booth!**

**Outbound  
Shipping  
Information**

Consigned to (Ship to): \_\_\_\_\_  
Attention: \_\_\_\_\_  
Destination (Street Address): \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**Method**

**Ground**

☐ YRC Freight ☐ Other Ground \_\_\_\_\_

**Air**

☐ YRC Freight ☐ Other Air \_\_\_\_\_ ☐ Next Day ☐ 2nd Day ☐ Deferred

**Freight  
Charges  
Guaranteed  
By**

Company/Exhibitor: \_\_\_\_\_  
Attention: \_\_\_\_\_  
Permanent Street Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

**Shipping Labels Request**

**Label  
Request**

# of Shipping Labels Requested: \_\_\_\_\_

Exhibitors using FedEx or UPS must provide pre-printed labels with the account number.

Exhibiting Company \_\_\_\_\_

Booth Number

**COMPLETE and SUBMIT this form:**

by mail Brede Exposition Services | 6801 Mid-Cities Avenue | Beltsville, MD 20705-1411 | USA by fax 301.937.6513

Bill of Lading & Labels Request





**Exhibit Logistics**  
Complete capabilities for trade show success

## Building on the best

Over the years, YRC Freight™ has gained a reputation for exhibit excellence. Our industry knowledge and experience translates into a direct benefit for General Service Contractors and exhibitors. YRC Freight provides a broad portfolio of transportation services for inbound and outbound exhibit shipments, including expedited and specialized services.

YRC Freight provides  
Confidence Delivered.®

- Dedicated, experienced, and successful exhibit services team
- Flexible, reliable solutions designed to meet your specific needs
- Single-source provider for small package shipments, LTL, TL, Time-Critical and international shipments
- Comprehensive service throughout North America

Proven technology,  
powerful teamwork

Gain confidence with YRC Freight. Our experienced team puts technology to work for you, with complete tracking and tracing capabilities, online rate quotes and the ability to partner with your system using API's, Hyperlinks, Web Service and or EDI.

**Confidence Delivered.®**

## Sharpen your competitive edge

Improve your margin by partnering with YRC Freight Exhibit Logistics. Our complete capabilities give you a powerful competitive edge. YRC Freight Exhibit Logistics provides a flexible, reliable source for all the capabilities you and exhibitors need for trade show success.

## Enjoy a bundle of benefits

- **Improved Margins** – Give your bottom line a boost. YRC Freight helps you turn logistics into a new profit stream.
- **Dedicated Customer Support Specialist** – Why spend time managing the Service desk? Let an expert from YRC Freight manage your transportation from the service desk for you! We take care of everything from small package shipments and LTL to TL and international shipments.
- **Time-Critical** – Any need. Any speed. Guaranteed.® Time-Critical is the smart option for exhibit shipments with special requirements, including air capabilities, TL service, or weekend pickups and deliveries. Time-Critical offers a 100 percent customer satisfaction guarantee\*.
- **Sealed Exhibit™** – For patented protection and verifiable security throughout transit, only YRC Freight offers Sealed Exhibit. Gain peace of mind for high-value shipments and those that are difficult or expensive to package.

## Deliver what exhibitors want

The time is right. Trust YRC Freight for complete exhibit logistics services. Our exhibit experts are ready to deliver confidence at every show, with every shipment. Contact a YRC Freight Exhibit Manager today.

\* Subject to applicable Rules and Conditions Publications and Tariffs.

Proud sponsor of ESCA:

**ESCA**

Exhibition Services &  
Contractors Association

[yrcfreight.com](http://yrcfreight.com) | 800.610.6500 |  Live Chat







EXPOSITION SERVICES

IAI Centennial Conference

Sacramento Convention Center

Sacramento, CA

August 2-8, 2015



### Information Form

We have provided these definitions to acquaint you with specific guidelines for labor. Trade shows, conventions and special events in this vicinity are governed by local union contracts. Please review the following information in order to better understand the applicable union jurisdictions. If you have any questions once you have read this, please address them directly to Brede Exposition Services.

### Material Handling

Exhibitors are allowed to perform their own drayage, provided that their freight is delivered in their personal automobile, they use their own bona fide company employees, and they hand-carry the freight into the building and to the booth. In addition to common carriers and van lines, shipments can be delivered to the dock in any private vehicle, which includes rental trucks, autos, station wagons, company trucks, etc. Please note that exhibitors delivering to the dock in their personal automobiles are limited to hand-carrying their freight with a 200 pound maximum.

Freight being delivered to the loading dock in any vehicle other than a personal automobile must be unloaded and delivered by the official drayage contractor. *There is a charge for this service.* No fork trucks, pallet jacks, or dollies

### Booth Labor

Members of the International Alliance of Theatrical Stage Employees (IATSE) Local 50 claim jurisdiction over all set-up and dismantling of exhibits including signs and laying of carpet. This does not apply to the unpacking and placement of your merchandise, (items produced by you for sales, scheduled for display in your booth, or literature describing same). Full-time employees of exhibiting companies may, however, set their own exhibits without assistance from this Union.

### Safety

Standing on chairs, tables or other rental furniture is prohibited. This furniture is not engineered to support your standing weight. Brede cannot be responsible for injuries or falls caused by the improper use of this furniture. If assistance is required in the assembly/dismantle of your booth, please order labor on the enclosed *Labor Order* form and the necessary ladders and tools will be provided.

### Gratuities

Brede Exposition Services requests that exhibitors do not tip our employees. Do not give coffee breaks other than mid-morning and mid-afternoon when union employees have a fifteen minute paid break. Any attempts to solicit a gratuity by an employee for any service should be reported immediately to a Brede supervisor. Employees of Brede are paid at an excellent wage scale denoting a professional status, and we feel that tipping is not necessary. This applies to all Brede employees.

### In General

Craftsmen at all levels are instructed to refrain from expressing any grievances or directly challenging the practices of any exhibitor. All questions originated by labor are to be expressed directly to Brede management personnel. It is recommended that any questions arising with regard to union jurisdiction or practices should be directed to a management representative of Brede.



[Find more on Brede.com](http://Brede.com)



phone 301.937.8600

fax 301.937.6513

e-mail [cswashington@brede.com](mailto:cswashington@brede.com)

Labor Guidelines: Sacramento



## EXPOSITION SERVICES

## IAI Centennial Conference

Sacramento Convention Center

Sacramento, CA

August 2-8, 2015



### Order Form

Submit this form if you would like to order labor from Brede. Labor is available for installation and dismantling of exhibits, and for shrink wrapping and banding of materials.

Enter the Total below on Order Summary / Payment form.

Orders received without full payment or credit card information will not be processed.

### Advance Order Discount Deadline: July 17, 2015

### Option A: Brede Supervised

- Option for installation to occur prior to exhibitor's arrival.
- Reduce at-show expenses and time spent.
- Labor under Brede supervision is straight time when possible.

☐ Check for Brede Supervised Labor

#### Installation

##### Shipped:

- ☐ Warehouse
- ☐ Show site

##### Blueprints/Instructions:

- ☐ Attached
- ☐ with Display-Crate # \_\_\_\_\_

##### Shipment :

- ☐ Crates
- ☐ Boxes
- ☐ Carpet/Pad

##### Electrical under carpet:

- ☐ Yes ☐ No

Location: \_\_\_\_\_

##### Carpet:

- ☐ From Brede
- ☐ Shipped
- ☐ None

Delivery Date: \_\_\_\_\_

Special Equipment Required: \_\_\_\_\_

- Brede Supervision costs **30%** of total labor bill.
- There is a **\$50.00** minimum charge for supervision per installation and dismantle.

#### Dismantle

**An Outbound Bill of Lading must be completed and turned in at the Brede Service Desk.**

Please provide the following information:

Ship to: \_\_\_\_\_  
Attn: \_\_\_\_\_  
Address: \_\_\_\_\_  
City, ST, Zip: \_\_\_\_\_

Official show carrier: ☐ Ground ☐ Air

Other carrier\*: \_\_\_\_\_

\*Show site Bill of Lading prevails.

### Option B: Exhibitor Supervised

- All work is performed under direction of the exhibitor.
- Exhibitor must meet labor at Brede Service Desk at scheduled time.

☐ Check for Exhibitor Supervised Labor

Show Site Contact: \_\_\_\_\_

Phone #: \_\_\_\_\_

### Labor Rates

#### Straight Time

Monday-Friday 8:00a.m. - 4:30p.m.

\$81.50

per person per hour

#### Overtime

Monday-Friday 4:30 p.m. - 8:00 a.m.

All day Saturday, Sunday,  
and observed union holidays

\$134.00

per person per hour

- **One hour minimum** per laborer. Labor is then charged in 1/2 hour increments per laborer.
- \*Use labor rates at left to complete "Rate per laborer" column based on Straight, Overtime, or Double Time.
- Add Brede Supervision column only if using Option A.
- Multiply Subtotal Labor Cost by .30 for Brede Supervision cost.

### Estimate Costs

|              | Date<br>Time | # Laborers<br>Requested | Est. Hrs.<br>per laborer | Total<br>Hrs. | Rate*<br>per person<br>per hour | Subtotal | Brede<br>Supervision<br>(Subtotal X .30) | Estimated<br>Cost |
|--------------|--------------|-------------------------|--------------------------|---------------|---------------------------------|----------|--|-------------------|
| Installation | _____        | X                       | =                        |               | X                               | = \$     | + \$                                     | = \$              |
| Dismantle    | _____        | X                       | =                        |               | X                               | = \$     | + \$                                     | = \$              |

### Important Notes

- A 30% surcharge will be assessed to all Late/Floor orders.
- Orders not cancelled prior to move-in will result in a minimum one-hour charge per laborer requested.
- A credit card on file is required when using Brede Exposition Services.
- All charges must be paid prior to close of show.

Exhibiting Company \_\_\_\_\_

### Calculate Total

Est. Total \$ \_\_\_\_\_

- Transfer this total to the Order Summary / Payment form.
- Payment Method must be completed to process orders.
- Orders without payment source will not be processed.

Booth Number

**COMPLETE and SUBMIT this form:**

by mail Brede Exposition Services | 6801 Mid-Cities Avenue | Beltsville, MD 20705-1411 | USA by fax 301.937.6513

Labor



**EXPOSITION SERVICES****IAI Centennial Conference**

Sacramento Convention Center

Sacramento, CA

August 2-8, 2015

**Order  
Form**

Submit this form if you wish to rent forklift labor from Brede Exposition Services..

Enter the Total below on Order Summary / Payment form.

Orders received without full payment or credit card information will not be processed.

**Advance Order Discount Deadline: July 17, 2015**

This service is available to assist you with your setup, unskidding, and/or spotting of machinery once it has been delivered to your booth. You do not need to order forklifts to unload your truck or deliver your freight to your booth from the loading dock.

Please call your Brede Customer Service Representative for a quote if you require a forklift for over 5,000 lbs. capacity, a cage, or a crane.

**Forklift  
Rates****Up to 5,000 lbs. capacity**  
forklift & operator per hour**Helper**  
per person per hour**Straight Time**

Monday-Friday 8:00a.m. - 4:30p.m.

\$185.00

\$81.50

- One hour minimum per laborer.
- Labor is then charged in 1/2 hour increments per laborer.

**Overtime**Monday-Friday 4:30 p.m. - 8:00 a.m.  
All day Saturday, Sunday,  
and observed union holidays

\$255.00

\$134.00

**Order  
Details****Describe work to be done:**

- ☐ Spotting of Equipment  
☐ Installation/Dismantle of Header  
☐ Other \_\_\_\_\_

**Please specify other equipment:**

- ☐ Straps  
☐ Chains  
☐ Fork Extensions

**Four (4) Stage Forklift Required:** ☐ Yes ☐ No**Contact responsible for move-in:** \_\_\_\_\_ **Phone #:** \_\_\_\_\_**Estimate  
Costs**

|              | Date<br>Time | Heaviest Piece<br>(lbs.) | # of Forklifts<br>up to 5,000 lbs.<br>(w/Operator) | Est. Hrs.<br>per Forklift | Rate<br>per hour | Estimated<br>Cost |
|--------------|--------------|--------------------------|--|---------------------------|------------------|-------------------|
| Installation | _____        |                          |  | X                         | X \$             | = \$              |
| Dismantle    | _____        |                          |  | X                         | X \$             | = \$              |

**Forklift****Important  
Notes**

- 30% surcharge will be assessed to all Late/Floor orders.
- One hour will be charged on orders cancelled without 48 hour notice.
- A credit card on file is required when using Brede Exposition Services.
- All charges must be paid prior to close of show.

**Calculate  
Total****Est. Total \$** \_\_\_\_\_

- Transfer this total to the Order Summary / Payment form.
- Payment Method must be completed to process orders.
- Orders received without full payment or credit card will not be processed.

Exhibiting Company \_\_\_\_\_

Booth Number  
\_\_\_\_\_**COMPLETE and SUBMIT this form:**

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## EXPOSITION SERVICES

## IAI Centennial Conference

Sacramento Convention Center

Sacramento, CA

August 2-8, 2015



### Order Form

Submit this form if you wish to rent hanging signs labor from Brede Exposition Services. Brede is available for assembly, installation, and removal of any hanging signs. Enter the Total below on Order Summary / Payment form.  
Orders received without full payment or credit card information will not be processed.

**Advance Order Discount Deadline: July 17, 2015**

### Signs Conditions

- Must conform to show management rules and regulations and facility limitations.
- Must have approved rigging points with the exception of cloth banners.
- Signs requiring electrical must be in working order and in accordance with the National Electrical Code.  
(Place electrical order on the appropriate form).
- A detailed diagram must be forwarded to our office with this completed form prior to the show.

### Hanging Signs Rates

#### Rate for Lift & Crew Per Hour

#### Straight Time

Monday-Friday 8:00a.m. - 4:30p.m.

\$639.00

#### Overtime

Monday-Friday 4:30 p.m. - 8:00 a.m.  
All day Saturday, Sunday,  
and observed union holidays

\$824.50

- The minimum crew consists of an operator, an additional laborer, and the equipment.
- There is a **one hour minimum** per laborer & equipment. Charges are by 1/2 hour increments thereafter for installation.
- There is a **one hour minimum** charge for the removal of hanging signs.
- Materials and Pick Points will be priced as needed.

### Order Details

Weight (lbs)      Height (ft)      Length (ft)

#### Type

- ☐ Fabric  
☐ Metal  
☐ Wood  
☐ Truss

#### Shape

- ☐ Circle  
☐ Square  
☐ Triangle

#### Electrical

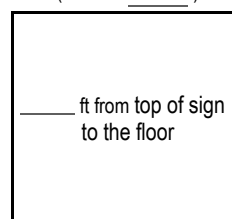
- ☐ Yes  
☐ No  
  
**Chain Motor**  
☐ Yes  
☐ No

#### Assembly Required

- ☐ Yes  
☐ No

ft from left side  
(booth # \_\_\_\_\_)

ft from top aisle  
(booth # \_\_\_\_\_)



ft from right side  
(booth # \_\_\_\_\_)

ft from bottom aisle  
(booth # \_\_\_\_\_)

### Estimate Costs

|              | Date Time | Hanging Signs Rate | Est. Hrs.       | Subtotal Cost | Brede Supervision (Subtotal X .30) | Estimated Cost |
|--------------|-----------|--------------------|-----------------|---------------|------------------------------------|----------------|
| Installation | _____     | \$ _____           | X _____ = _____ | _____         | + \$ _____                         | = \$ _____     |
| Dismantle    | _____     | \$ _____           | X _____ = _____ | _____         | + \$ _____                         | = \$ _____     |

### Important Notes

- Brede reserves the right to refuse to hang a sign if, in their opinion, it appears unsafe.
- 30% surcharge will be assessed to all Late/Floor orders.
- Orders cancelled prior to move-in will be charged 50% of the original price.
- Orders cancelled after move-in will be charged a one-hour fee per crew & equipment.
- A credit card on file is required when using Brede Exposition Services.
- All charges must be paid prior to close of show.

Exhibiting Company \_\_\_\_\_

### Calculate Total

**Est. Total \$** \_\_\_\_\_

- Transfer this total to the Order Summary / Payment form.
- Payment Method must be completed to process orders.
- Orders received without full payment or credit card will not be processed.

Booth Number

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Hanging Sign



## EXPOSITION SERVICES

## IAI Centennial Conference

Sacramento Convention Center

Sacramento, CA

August 2-8, 2015



### Order Form

Submit this form if you will wish to order Brede's cleaning service for your booth in order to maintain booth cleanliness post set-up and throughout the show.

Enter the Total below on Order Summary / Payment form.

Orders received without full payment or credit card information will not be processed.

**Advance Order Discount Deadline: July 17, 2015**

### Cleaning Options

| Select                   | Service  | Days | Booth Size<br>(100 sq. ft. minimum) | Advance<br>(per sq. ft.) | Standard<br>(per sq. ft.) | Subtotal |
|--------------------------|--|------|-------------------------------------|--------------------------|---------------------------|----------|
| <input type="checkbox"/> | Vacuum once prior to show opening.<br>Includes emptying of waste baskets                         | 1 X  |                                     | X \$0.33                 | \$0.43                    | \$       |
| <input type="checkbox"/> | Vacuum once prior to show opening<br>and daily thereafter.<br>Includes emptying of waste baskets | 3 X  |                                     | X \$0.28                 | \$0.36                    | \$       |

*If special cleaning services are required, please call the Brede Customer Service Department.*

### Important Notes

- Orders cancelled prior to move-in will be charged 50% of the original price.
- Orders cancelled after move-in begins will be charged 100% of the original price.
- A credit card on file is required when using Brede Exposition Services.
- All charges must be paid prior to close of show.

### Calculate

**Cleaning Total \$** \_\_\_\_\_

- Transfer this total to the *Order Summary / Payment* form.
- Payment Method must be completed to process orders.
- Orders received without full payment or credit card will not be processed.

Exhibiting Company \_\_\_\_\_

Booth Number

**COMPLETE and SUBMIT this form:**

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Booth Cleaning





EXPOSITION SERVICES

IAI Centennial Conference

Sacramento Convention Center

Sacramento, CA

August 2-8, 2015



**Order  
Form**

*Submit this form if the exhibiting company intends to use a contractor other than Brede Exposition Services. If the exhibiting company fails to comply with any or all of the requirements listed below, the non-official contractor will not be permitted to service your exhibit, and Brede Exposition Services must be hired for installation and dismantle labor. The non-official contractor will be able to provide supervision only.*

**Contractor  
Requirements**

Non-official contractors must use labor supplied by Brede Exposition Services unless the following requirements are fulfilled:

- Exhibitors must return this completed form to Brede Exposition Services at least thirty (30) days prior to the show.
- Non-official contractors must **submit proof of adequate insurance**, in the form of an original policy rider, listing Brede as an additional insured, furnished by their broker to Brede's office no later than thirty (30) days in advance of actual installation dates. This must include a copy of your Worker's Compensation Insurance.
- Non-official contractors must furnish show management the names, addresses and telephone numbers of key executives for emergency contact.
- All personnel must be properly badged at show site.

Non-official installation and dismantle contractors may provide supervision. Non-official contractors are allowed on the exhibit floor only during official installation and dismantle hours, providing the information above is supplied.

**Contractor  
Information**

NON-OFFICIAL CONTRACTOR:

ADDRESS:

PHONE#:

EMAIL ADDRESS:

CONTACT IN BOOTH:

FAX#:

CELL#:

Exhibiting Company \_\_\_\_\_

Booth Number

**COMPLETE and SUBMIT this form:**

**by mail** Brede Exposition Services | 6801 Mid-Cities Avenue | Beltsville, MD 20705-1411 | USA **by fax** 301.937.6513

**Non-Official I&D Contractor**



EXPOSITION SERVICES

IAI Centennial Conference

Sacramento Convention Center

Sacramento, CA

August 2-8, 2015



**Order  
Form**

Submit this form if you wish to order signage from Brede.

Enter the Graphics Total below on Order Summary / Payment form.

Orders received without full payment or credit card information will not be processed.

**Advance Order Discount Deadline: July 17, 2015**

## Standard Sizes

Standard signs are digitally produced with color copy, mounted on white foam board, and include up to 10 words.

| Qty   | Size      | Advance   | Standard  | Subtotal |
|-------|-----------|-----------|-----------|----------|
| _____ | 11" X 14" | \$ 84.00  | \$ 109.25 | \$ _____ |
| _____ | 14" X 22" | \$ 110.00 | \$ 143.00 | \$ _____ |
| _____ | 22" X 28" | \$ 122.00 | \$ 158.50 | \$ _____ |
| _____ | 28" X 44" | \$ 178.50 | \$ 232.00 | \$ _____ |

**Indicate sign copy & layout here**

*\*File conversion, retouching, cloning or color correcting may incur additional labor charges.*

## Custom Sizes

Brede can provide digital graphic reproduction in custom sizes. Please contact us for full-color, photo-quality, high resolution digital printing in virtually any size for banners, exhibit graphics and more.

| Length | Width   | Square footage | Advance                | Standard               | Subtotal   |
|--------|---------|----------------|------------------------|------------------------|------------|
| _____  | X _____ | = _____        | \$21.00<br>per sq. ft. | \$27.50<br>per sq. ft. | = \$ _____ |

Ten (10) sq. ft.  
minimum order

☐ Foamcore

☐ Masonite

☐ PVC

☐ Plexi

☐ Gatorfoam

☐ Other \_\_\_\_\_

**Select one**

☐ Vertical

☐ Horizontal

**Special instructions**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Important Notes

- Orders cancelled will be charged 100% of the original price.
- A credit card on file is required when using Brede Exposition Services.
- All charges must be paid prior to close of show.

## Calculate

Subtotal \$ \_\_\_\_\_

8.5% CA Tax \$ \_\_\_\_\_

**Graphics Total** \$ \_\_\_\_\_

- Transfer this total to the *Order Summary / Payment* form.
- Payment Method must be completed to process orders.
- Orders received without full payment or credit card will not be processed.

Booth Number

Exhibiting Company \_\_\_\_\_

**COMPLETE and SUBMIT this form:**

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Graphics



EXPOSITION SERVICES

IAI Centennial Conference

Sacramento Convention Center

Sacramento, CA

August 2-8, 2015



**Information  
Form**

*Please be sure to inform your show site representative of the following fire regulations to ensure the safety of all parties throughout the duration of the show.*

## **Booth Construction**

Booths, platforms and space dividers shall be of materials that are rendered flame-retardant, satisfactory to the local fire department representatives. Coverings for counters or tables used within or as a part of the booth shall be flame-retardant. All electrical wiring and apparatus shall be of a 3-wire UL type approved.

## **Permits**

A permit shall be required for the following:

- Display and operation of any heater, barbecue, heat-producing or open flame device, candles, lamps, lanterns, torches, etc.
- Display or operation of any electrical, mechanical, or chemical device which may be deemed hazardous by the local fire department.
- Use or storage of flammable liquids and dangerous chemicals.
- Display of any internal combustion engine (special requirements available upon request).
- Use of any compressed gases (permit required for 32CF bottles 1/2 full or less).

## **Obstructions**

Aisles and exits, as designated on approved show plans, shall be kept clean, clear and free of obstacles. Booth construction shall be substantial and fixed in position in specified areas for the duration of the show. Easels, signs, etc., shall not be placed beyond the booth area into aisles. Firefighting equipment shall be provided and maintained in accessible, easily-seen locations and may be required to be posted with designating signs.

## **Flame Retardant Treatment**

All decorations, drapes, signs, banners, acoustical materials, cotton, paper, hay, straw, moss, split bamboo, plastic cloth and similar materials shall be flame-retardant unless smaller than 1,232 square inches (28" x 44") if separated from other combustibles by a minimum of 12" horizontally and 24" vertically. Oil cloth, tar paper, nylon and certain other plastic materials cannot be made flame-retardant, therefore their use is prohibited.

## **Combustibles**

Literature on display shall be limited to reasonable quantities (one-day supply). Reserve supplies shall be kept in closed containers and stored in a neat and compact manner in a location approved by the fire department. All exhibit and display empty cartons must be stored in an approved drayage area. If show is under a 24-hour approved manned security program, automobiles are allowed to retain 1 gallon or less of fuel, and gas caps must be taped. Batteries are to be disconnected and taped.

***Storage behind booth backwall is strictly prohibited.***



[Find more on Brede.com](http://Find more on Brede.com)



**phone** 301.937.8600

**fax** 301.937.6513

**e-mail** [cswashington@brede.com](mailto:cswashington@brede.com)



# PLANTS

## by Muranaka

P.O. BOX 277847  
Sacramento, CA 95827  
916-429-8900

FAX 916-648-9936

CELLULAR 916-201-6499

EMAIL marshamel@sbcglobal.net

### SHORT TERM RENTAL FORM

EXHIBITOR NAME: \_\_\_\_\_  
Name of Show: \_\_\_\_\_  
Location of Show: \_\_\_\_\_

Booth #: \_\_\_\_\_  
Show Date: \_\_\_\_\_

| SIZE/HGT.     | VARIETIES OF PLANTS/QUANTITY OF EACH   | COST        | TOTAL |
|---------------|--|-------------|-------|
| 6 inch pot    | BOSTON FERNS IVY PHOTHOS ASSORTED  | \$10.00 EA  |       |
| 8 inch pot    | BOSTON FERNS IVY PHOTHOS ASSORTED  | \$20.00 EA  |       |
| 6 inch pot    | FLORIST MUMS - LAVENDER WHITE YELLOW   | \$15.00 EA  |       |
| 6 inch pot    | FLORIST AZALEAS - PINK RED WHITE   | \$25.00 EA  |       |
| 2 foot tall   | SPATHIPHYLLUM (PEACE LILY)   | \$30.00 EA  |       |
| 2-3 foot tall | FICUS PALMS ASSORTED GREEN PLANTS  | \$35.00 EA  |       |
| 3-4 foot tall | FICUS PALMS ASSORTED GREEN PLANTS  | \$45.00 EA  |       |
| 4-5 foot tall | FICUS PALMS ASSORTED GREEN PLANTS  | \$55.00 EA  |       |
| 5-6 foot tall | FICUS PALMS ASSORTED GREEN PLANTS  | \$65.00 EA  |       |
| 7-8 foot tall | FICUS  | \$95.00 EA  |       |
|               | FRESH FLORAL ARRANGEMENTS: \$45.00 <input type="checkbox"/> \$60.00 <input type="checkbox"/> \$75.00 <input type="checkbox"/>            | \$          |       |
|               | COLORS DESIRED:  |             |       |
|               | LISTED PRICES INCLUDE, BLACK CONTAINERS, DELIVERY,<br>SET-UP, MAINTENANCE, AND REMOVAL OF PLANTS.  |             |       |
|               |  | SUB-TOTAL   | \$    |
|               | ORDERS RECEIVED, WITH PAYMENT (CHECKS ONLY), 10 DAYS<br>PRIOR TO THE FIRST SHOW DAY ARE ELIGIBLE FOR A 10%<br>DISCOUNT FROM LIST PRICES. | - DISCOUNT  |       |
|               |  | 8.5% TAX    |       |
|               |  | GRAND TOTAL | \$    |

Company Contact: \_\_\_\_\_  
Company Name: \_\_\_\_\_  
Company Address: \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_  
Area Code/Phone: \_\_\_\_\_  
Area Code/Fax: \_\_\_\_\_  
Email Address: \_\_\_\_\_

**ELECTRICAL ORDER FORM****Advance Payment Deadline Date: 07/20/15**

**ELECTRICAL EXHIBITION SERVICES**  
 129 Sylvester Road, So. San Francisco, CA 94080  
 Phone: (650) 225-0900 Fax: (650) 225-0950  
 sanfrancisco@edlen.com

|                  |   |                 |                 |
|------------------|---|-----------------|-----------------|
| <b>COMPANY:</b>  |   | <b>BTH #</b>    |                 |
| <b>EVENT:</b>    | <b>International Association for Identification</b> |                 |                 |
| <b>FACILITY:</b> | <b>Sacramento Convention Center</b>                 |                 |                 |
| <b>DATES:</b>    | <b>August 3 - 5, 2015</b>                           | <b>EVENT #:</b> | <b>085020SF</b> |

**FOR YOUR CONVENIENCE PLACE YOUR ORDER ONLINE AT WWW.EDLEN.COM**

|   |
|---|
| <b>ORDER INSTRUCTIONS</b>   |
| <b>120 VOLT POWER DELIVERY</b><br><br>The cost of 120-Volt outlets includes delivery to one location in island booths and to one location at the rear of inline or peninsula booths. If you require the outlets to be distributed to any other location, material and labor charges apply. There is a minimum charge of 1 hour for installation & 1/2 hour for removal. Complete and return the Electrical Labor Order Form along with a floor plan layout of your booth space indicating outlet locations. |
| <b>ISLAND BOOTHS</b><br><br>Include a floor plan layout of your booth space indicating all outlet locations with measurements and orientation. If a main power drop/delivery location is not indicated on the floor plan, Edlen will deliver to the most convenient location.   |
| <b>208/480VOLT SERVICES</b><br><br>If you require 208 volt or higher services please call for a quote. Edlen electricians must make all high voltage connections and disconnects. This is done on a time and material basis. Please complete the Electrical Labor Order Form to schedule your estimated connection time and return it with this order form.   |
| <b>24 HOUR SERVICES</b><br><br>Electricity will be turned on within 30 minutes of show opening and off within 30 minutes of show closing, show days only. If you require power at any other time order 24 hour power at double the outlet rate.   |
| <b>LIGHTING</b><br><br>Overhead lights are installed on time and material basis. In the event 1000 watt overhead quartz lights cannot be mounted to existing catwalks in the convention hall, lift charges will apply. Call for quote. Pole lights are installed at rear or side rail of in-line booths. Time and material applies to all other locations.  |
| <b>Form 120-0314SF</b>  |

| <b>ELECTRICAL OUTLETS</b> Approximately 120V/208V A.C. 60 Cycle - Prices are for entire event  |                           |                                 |                             |                             |               |
|--|---------------------------|---------------------------------|-----------------------------|-----------------------------|---------------|
|  | QTY<br>Show<br>Hours Only | QTY<br>24hrs/day<br>Double rate | ADVANCE<br>PAYMENT<br>PRICE | REGULAR<br>PAYMENT<br>PRICE | TOTAL<br>COST |
| <b>120 VOLT</b>  |                           |                                 |                             |                             |               |
| 500 WATTS (5 AMPS)   | _____                     | _____                           | 130.00                      | 195.00                      | _____         |
| 1000 WATTS (10 AMPS)   | _____                     | _____                           | 198.00                      | 297.00                      | _____         |
| 2000 WATTS (20 AMPS)   | _____                     | _____                           | 295.00                      | 442.00                      | _____         |
| <b>MISC. REQUIREMENTS</b>  |                           |                                 |                             |                             |               |
| _____  | _____                     | _____                           |                             |                             | _____         |
| _____  | _____                     | _____                           |                             |                             | _____         |
| _____  | _____                     | _____                           |                             |                             | _____         |
| <b>LIGHTS (Cost of Arm &amp; Pole lights include power and 1 hour labor to install and remove)</b>   |                           |                                 |                             |                             |               |
| 1000 WATT OVERHEAD LIGHT   |                           |                                 | Call for quote.             |                             | _____         |
| ARM LIGHT (Only mounts to hard wall structures)  |                           |                                 | 92.00                       | 138.00                      | _____         |
| 8' POLE LIGHT WITH 1 FIXTURE   |                           |                                 | 92.00                       | 138.00                      | _____         |
| 8' POLE LIGHT WITH 2 FIXTURES  |                           |                                 | 138.00                      | 207.00                      | _____         |
| <b>MATERIAL RENTAL (Exhibitor must pick up items at electrical service center on show site)</b>  |                           |                                 |                             |                             |               |
| 15' EXTENSION CORD   |                           |                                 |                             | 21.00                       | _____         |
| POWER STRIP  |                           |                                 |                             | 21.00                       | _____         |
| <b>ELECTRICAL LABOR</b>  |                           |                                 |                             |                             |               |
| ST (Mon-Fri, 8am-3:30pm, excluding holidays)   |                           |                                 |                             | 125.00                      | _____         |
| OT (Mon-Fri, 3:30pm-8am, Sat, Sun & holidays)  |                           |                                 |                             | 250.00                      | _____         |
| LIFT (Only required if outlets are dropped from overhead. Cost does not include operator.)   |                           |                                 | Call for quote.             |                             | _____         |
| <b>PLACE TOTAL HERE</b>  |                           |                                 |                             |                             |               |
| PRINT NAME: _____  |                           |                                 |                             |                             |               |
| AUTHORIZED SIGNATURE: _____  |                           |                                 | DATE: _____                 |                             |               |
| EMAIL: _____   |                           |                                 | PHONE: _____                |                             |               |
| <b>TERMS &amp; CONDITIONS:</b> I agree in placing this order that I have accepted Edlen's payment policy and the terms and conditions of contract. |                           |                                 |                             |                             |               |
| <b>The "Method of Payment" form must be completed and returned with this order form.</b>   |                           |                                 |                             |                             |               |

# METHOD OF PAYMENT FORM

Advance Payment Deadline Date: 07/20/15



## ELECTRICAL EXHIBITION SERVICES

129 Sylvester Road, So. San Francisco, CA 94080  
Phone: (650) 225-0900 Fax: (650) 225-0950  
sanfrancisco@edlen.com

|           |  |          |          |
|-----------|--|----------|----------|
| COMPANY:  |  | BTH #    |          |
| EVENT:    | International Association for Identification |          |          |
| FACILITY: | Sacramento Convention Center                 |          |          |
| DATES:    | August 3 - 5, 2015                           | EVENT #: | 085020SF |

## EXHIBITOR INFORMATION

|               |     |        |  |
|---------------|-----|--------|--|
| COMPANY NAME: |     | PHONE: |  |
| ADDRESS:      |     | FAX:   |  |
| CITY:         | ST: | ZIP:   |  |
| COUNTRY:      |     | CELL:  |  |
| EMAIL:        |     |        |  |

## METHOD OF PAYMENT

All transactions require a credit card on file with proper authorization. In addition to checks, Edlen also accepts American Express, Master Card, Visa, Discover, ACH and Wire Transfers. Indicate form of payment below.

☐ **COMPANY CHECK**

Please make check payable to: Edlen Electrical. All foreign checks must be drawn on U.S. Banks only. For those booths that require labor a credit card must be on file. Please reference the Event # listed above on your remittance.

☐ **BANK WIRE TRANSFER INFORMATION \***

Bank transfer to Bank of America

Wire Transfer:

ABA#: 026009593 Acct: 33855214

International Wire Transfer:

Swift Code: BOFAUS3N Acct: 33855214

\* \$25 processing fee MUST be included with transfer.

☐ **CREDIT CARD**

For your convenience, we will use this authorization to charge any remaining balances on your account prior to event closing. A copy of final charges will be sent to the email address provided in the payment information section.

☐ **ACH ELECTRONIC PAYMENT TRANSFER**

Bank of America ABA# 125000024 Acct: 33855214

6900 Westcliff Drive, Las Vegas, NV 89145

Phone: 888.852.5000 Ext 6007

Please note the financial institution MUST be based in the US. In order to avoid a transfer fee, you must notify the financial institution that you wish to make an ACH electronic payment transfer.

☐ **VISA** ☐ **MASTER CARD** ☐ **AMX** ☐ **DISCOVER**

## CHECK AND CREDIT CARD INFORMATION

|   |                        |
|---|------------------------|
| CHECK #   |                        |
| CREDIT CARD NUMBER:   | EXP DATE:              |
| CARD HOLDER SIGN:   | PRINT NAME:            |
| EMAIL ADDRESS:  | THIRD PARTY: YES or NO |
| CREDIT CARD ADDRESS INFORMATION IF DIFFERENT THAN INFORMATION ABOVE |                        |
| ADDRESS:  | CITY: ST: ZIP:         |

By signing and placing this order, I accept all payment policies and the terms and conditions outlined on all service order forms completed.

**PLEASE  
SIGN**

AUTHORIZED SIGNATURE

PRINT NAME

DATE

## SERVICE TOTALS

ELECTRICAL/LABOR/MATERIAL

PLUMBING

LIGHTING

**TOTAL DUE**

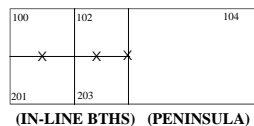


## TERMS & CONDITIONS

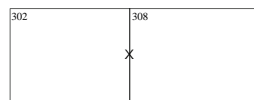
1. Order with payment & floor plan (for island booths or any booth requiring distribution of electrical services) must be received no later than the deadline date on the front of this form for advance payment rates to apply. Orders faxed or mailed without payment and required floor plan will not be guaranteed advance rates. Orders received after the deadline date will be charged at the regular rate. A purchase order or photocopy of a check are not considered valid forms of payment for securing advanced rate.
2. In the event order totals are calculated incorrectly, Edlen reserves the right to make the necessary corrections and charge the corrected amount. Exhibitors will be notified by email or fax of any such corrections.
3. Outlet rates listed include bringing the services to one location in island booths and to one location at the rear of in-line and peninsula booths.
4. Outlet rates listed **do not** include the connection of any equipment, special wiring, or distribution of the outlets to other location's within the booth space. Distribution to all other locations *regardless of booth type* require labor and is performed on a time and material basis. Exhibitors are invited to contact the local Edlen office to discuss any additional costs that may be incurred.
5. A separate outlet must be ordered for each location where an electrical service is required. 5 amps or 500 watts is the minimum amount of power that can be ordered for any one location. Power must be ordered according to peak amperage ratings.
6. Island booths - If a floor plan showing main power location is not submitted to Edlen prior to our first move-in date, Edlen will deliver the power to the most convenient location.
7. Labor rates are based on current wage scales and are subject to change in the event of a wage increase after rates have been published. A minimum charge of (1) hour labor will apply for all installation work. The removal of this work will be charged a minimum of 1/2 hour or 1/2 the total time of installation.
8. In the event 1000 watt overhead quartz lights cannot be mounted to existing catwalks in the convention hall, lift and labor charges will apply. Please contact our local office to discuss any additional charges.
9. Edlen employees are authorized to cut floor coverings when essential for installation of services unless otherwise directed.
10. Edlen is the exclusive provider of all material and equipment used in the distribution of temporary electrical services throughout the exhibit hall including the exhibitors booth space. This material is provided on a rental basis ONLY and remains the property of Edlen. It shall be removed only by Edlen employees.
11. Any extension cords or power strips ordered on the front of this form should be picked up at the service desk. Credit will not be not issued for unused items.
12. Standard wall and other permanent building utility outlets or sockets are not part of a booth space and may not be used by exhibitors unless electrical services have been ordered through Edlen.
13. All equipment regardless of source of power, must comply with federal, state and local codes. Edlen reserves the right to inspect all electrical devices and connections to ensure compliance with all codes, for which labor charges can be incurred. Edlen is required to refuse connections where the Exhibitor wiring or equipment is not in accordance with electrical codes.
14. All electrical equipment must be properly tagged and wired with complete information as to the type of current, voltage, phase, cycle, horsepower, etc., required for operation.
15. All Exhibitors' cords must be a minimum of 14 gauge, 3 wire and grounded. Two (2) wire extension cords are not allowed. All exposed, non-current carrying metal parts of fixed equipment which are liable to be energized, shall be grounded.
16. Payment in full must be rendered during the event. Exhibitors ARE NOT billed for services provided. Services may be interrupted if payment is not received.
17. Credit will not be given for services installed and not used. All orders are subject to a 25% cancellation fee if cancelled in writing & received by Edlen within 14 calendar days prior to show opening. Except sales tax, Edlen will not refund overpayment in amounts less than \$50.00 unless specifically requested in writing.
18. Claims will not be considered or adjustments made unless filed in writing by Exhibitor prior to the close of the event.
19. Exhibitor holds Edlen harmless for any and all losses of power beyond Edlen's control, including, but not limited to, losses due to utility company failure, permanent power distribution failure, power failure caused by vandalism, faulty Exhibitor equipment or overloads caused by Exhibitor.
20. It is agreed that in the event it becomes necessary to turn this matter over to an attorney for collection, or to file a lien, or foreclosure, or otherwise, Exhibitor will pay Edlen its attorney fees or applicable agency fees.
21. A service charge of 1.5% per month on any unpaid balances will be assessed starting 10 days after date of invoice. A \$25.00 service charge will be assessed for all returned checks and credit cards. Exhibitor agrees to reimburse Edlen for all applicable rental taxes.
22. By signing this and/or the Method of Payment form, exhibitor hereby agrees to all terms and conditions on this order form.

### COMMONLY ASKED QUESTION - WHERE WILL MY OUTLET BE LOCATED?

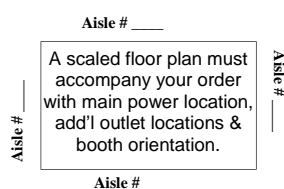
Outlets are located as depicted below for inline & peninsula booths. All other locations require labor on a time & material basis. Exhibitors with hard wall booths must make arrangements with Edlen to bring power inside the booth on a time and material basis.



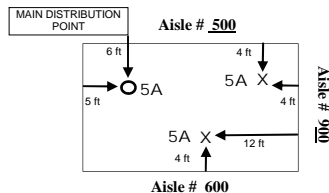
(IN-LINE BTHS) (PENINSULA)



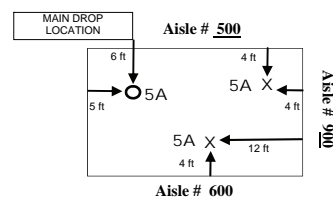
(BACK TO BACK PENINSULAS)



ISLAND BOOTHS



EXAMPLE-FLOOR POWER



EXAMPLE-CEILING POWER

FOR OTHER COMMONLY ASKED QUESTIONS VISIT OUR WEB SITE @ [WWW.EDLEN.COM](http://WWW.EDLEN.COM)  
OR CALL THE NUMBER ON THE FRONT OF THIS FORM.

# PLUMBING ORDER FORM

Advance Order Deadline Date: 07/20/15 E ☐ M ☐



**ELECTRICAL EXHIBITION SERVICES**  
129 Sylvester Road, So. San Francisco, CA 94080  
Phone: (650) 225-0900 Fax: (650) 225-0950  
sanfrancisco@edlen.com

|                  |   |                 |                 |
|------------------|---|-----------------|-----------------|
| <b>COMPANY:</b>  |   | <b>BTH #</b>    |                 |
| <b>EVENT:</b>    | <b>International Association for Identification</b> |                 |                 |
| <b>FACILITY:</b> | <b>Sacramento Convention Center</b>                 |                 |                 |
| <b>DATES:</b>    | <b>August 3 - 5, 2015</b>                           | <b>EVENT #:</b> | <b>085020SF</b> |

**FOR YOUR CONVENIENCE PLACE YOUR ORDER ON-LINE AT WWW.EDLEN.COM**

| ORDER INSTRUCTIONS  | UTILITY SERVICES   | Advance  | Regular      | Total |
|---|--|----------|--------------|-------|
| <b>LABOR REQUIREMENTS</b><br>There is a minimum labor charge of 1 hour for delivery and 1/2 hour for removal of each air, water and drain outlet.   | <b>COMPRESSED AIR: 90-100 LBS. Psi</b>   |          |              |       |
|   | Air Outlet   | 425.00   | 637.00       |       |
|   | Additional Connections within 20' of Outlet  | 225.00   | 337.00       |       |
|   | CFM requirements (There is a 5 CFM min. charge per outlet)   | 6.00/cfm | 9.00/cfm     |       |
| <b>ADDITIONAL CONNECTIONS</b><br>If you have more than one machine or multiple connections on a machine order an additional connection for each machine or connection within 20 feet of the outlet ordered. Otherwise you <u>must order another outlet</u> .  | <b>Remember to order CFM with air services. Connection size see # 9 on back of form.</b>   |          |              |       |
|   | <b>WATER LINES</b> (Edlen is not responsible for sediment or the color or taste of the water.)   |          |              |       |
|   | Water Outlet   | 425.00   | 637.00       |       |
|   | Additional Connections within 20' of Outlet  | 225.00   | 337.00       |       |
|   | # of connections required: _____ Size of connection: _____   |          |              |       |
|   | PSI required: _____ GPM Required: _____  |          |              |       |
| <b>OUTLET DISTRIBUTION</b><br>Outlets are delivered to the rear of inline and peninsula booths and to one location in island booths. Ramping or laying of lines on floor in booth or spotting from the ceiling will be done on a time and material basis. Lift charges will apply for overhead drops or distribution.   | <b>DRAIN LINES</b>   |          |              |       |
|   | Drain Outlet   | 425.00   | 637.00       |       |
|   | Additional Connections within 20' of Outlet  | 225.00   | 337.00       |       |
|   | Number of connections required: _____ Size of connection required: _____   |          |              |       |
| <b>SERVICE CONNECTIONS</b><br>All service connections are to be made by Edlen plumbers. Material charges may apply.   | <b>FILL &amp; DRAIN LABOR</b> (Edlen is not responsible for sediment or the color of water)  |          |              |       |
|   | 1 – 200 Gallons  | 200.00   | 300.00       |       |
|   | 201 – 400 Gallons  | 270.00   | 405.00       |       |
|   | Each additional 100 Gallons up to 1,000 Gallons  | 30.00    | 45.00        |       |
| <b>AIR LINE RESPONSIBILITIES</b><br>Edlen is not responsible for moisture, oil or water in air lines, or loss of flow or drop or increase in pressure in line to equipment. Exhibitor should supply their own filters, driers or other equipment as needed. No compressors are allowed other than those supplied by Edlen unless they are a fixed part of your machine. If 24 hour air is needed please call for a quote. | <b>LABOR/LIFT (Labor is required for delivery and removal of air, water &amp; drain outlets)</b>   |          |              |       |
|   | ST (Monday-Friday 8:00 PM – 3:30 PM (except holidays)  |          | 125.00       |       |
|   | OT (Mon - Fri 3:30 PM – 8:00 AM (all day Sat, Sun, & Holidays)   |          | 250.00       |       |
|   | LIFT (Only required if outlets are dropped from overhead)  |          | 130.00       |       |
|   | When do you move in? When do you move out? Take this into consideration when pre-paying estimated labor cost for the delivery and removal of air, water and drain outlets. |          |              |       |
| <b>WATER PRESSURE</b><br>Pressure may vary. No guarantee can be made to minimum or maximum pressures. If pressure is critical the exhibitor should arrange to have a pressure regulator valve or pump installed. Edlen is not responsible for sediment, color or taste of water.  | <b>GAS &amp; MISC. REQUIREMENTS (Call for a Quote)</b>   |          |              |       |
|   |  | \$       |              |       |
|   |  | \$       |              |       |
| <b>WASTE WATER</b><br>If waste water from your drain contains hazardous materials, chemicals or metals, Edlen cannot drain it.  | <b>TOTAL PAYMENT</b>   |          |              |       |
| <b>TERMS &amp; CONDITIONS</b><br>I agree in placing this order that I have accepted Edlen's payment policy and the terms and conditions of contract.  | PRINT NAME: _____  |          |              |       |
|   | AUTHORIZED SIGNATURE: _____  |          | DATE: _____  |       |
|   | EMAIL: _____   |          | PHONE: _____ |       |
|   | <b>The "Method of Payment" form must be completed and returned with this order form</b>  |          |              |       |

# METHOD OF PAYMENT FORM

Advance Payment Deadline Date: 07/20/15



## ELECTRICAL EXHIBITION SERVICES

129 Sylvester Road, So. San Francisco, CA 94080

Phone: (650) 225-0900 Fax: (650) 225-0950

sanfrancisco@edlen.com

COMPANY:

BTH #

EVENT: International Association for Identification

FACILITY: Sacramento Convention Center

DATES: August 3 - 5, 2015

EVENT # 085020SF

### EXHIBITOR INFORMATION

COMPANY NAME:

PHONE:

ADDRESS:

FAX:

CITY:

ST:

ZIP:

COUNTRY:

CELL:

EMAIL:

### METHOD OF PAYMENT

All transactions require a credit card on file with proper authorization. In addition to checks, Edlen also accepts American Express, Master Card, Visa, Discover, ACH and Wire Transfers. Indicate form of payment below.

#### ☐ COMPANY CHECK

Please make check payable to: Edlen Electrical. All foreign checks must be drawn on U.S. Banks only. For those booths that require labor a credit card must be on file. Please reference the Event # listed above on your remittance.

#### ☐ BANK WIRE TRANSFER INFORMATION \*

Bank transfer to Bank of America

Wire Transfer:

ABA#: 026009593 Acct: 33855214

International Wire Transfer:

Swift Code: BOFAUS3N Acct: 33855214

\* \$25 processing fee MUST be included with transfer.

#### ☐ CREDIT CARD

For your convenience, we will use this authorization to charge any remaining balances on your account prior to event closing. A copy of final charges will be sent to the email address provided in the payment information section.

#### ☐ ACH ELECTRONIC PAYMENT TRANSFER

Bank of America ABA# 125000024 Acct: 33855214

6900 Westcliff Drive, Las Vegas, NV 89145

Phone: 888.852.5000 Ext 6007

Please note the financial institution MUST be based in the US. In order to avoid a transfer fee, you must notify the financial institution that you wish to make an ACH electronic payment transfer.

☐ VISA ☐ MASTER CARD ☐ AMX ☐ DISCOVER

### CHECK AND CREDIT CARD INFORMATION

CHECK #

CREDIT CARD NUMBER:

EXP DATE:

CARD HOLDER SIGN:

PRINT NAME:

EMAIL ADDRESS:

THIRD PARTY: YES or NO

CREDIT CARD ADDRESS INFORMATION IF DIFFERENT THAN INFORMATION ABOVE

ADDRESS:

CITY:

ST:

ZIP:

By signing and placing this order, I accept all payment policies and the terms and conditions outlined on all service order forms completed.

PLEASE  
SIGN

AUTHORIZED SIGNATURE

PRINT NAME

DATE

### SERVICE TOTALS

PLUMBING

TOTAL DUE



## **TERMS, CONDITIONS & REGULATIONS**

1. Order (with payment) must be received a minimum of 21 days prior to the scheduled event opening for advanced payment rates. Orders received without payment will not guarantee advance rates. Orders received less than 21 days prior to scheduled event opening will be charged the regular rate.
2. In the event that totals are calculated incorrectly, Edlen reserves the right to make the necessary corrections. Exhibitors will be notified by email or fax of any corrections made. This includes adding the required minimum CFM charges when applicable and labor charges.
3. All outlets will be installed on the floor at the back wall of in-line and peninsula booths. All services ordered for island booths will be dropped to one location in the booth. Edlen will make every attempt to deliver these services to a location convenient to the exhibitor.
4. Distribution of services throughout the booth space, whether under the carpet, above the carpet or overhead is done on a time and material basis. Lift charges may also apply for overhead distribution.
5. Additional footage charges apply when an exhibitor requires services to be dropped from overhead when services originate on the floor or columns.
6. The CFM requirements (Cubic Feet per Minute) determine the volume of air required to properly operate exhibitors equipment. CFM is a labor charge for sizing and installation of the service infrastructure.
7. In some instances a pump is required to drain services out of an exhibitor's booth. When this occurs, time & material charges apply. Exhibitors are encouraged to contact Edlen to discuss any potential additional costs.
8. Edlen plumbers make all service connections. Special equipment requiring company engineering or technicians for assembly, servicing, preparatory work and operation may be executed without Edlen plumbers.
9. Service outlet size is determined by the volume required. Air line size is dictated by the CFM requirements. Standard air lines terminate with a 1/2" female iron pipe valve.
10. Compressed Air is supplied during show hours only. If compressed air is required for non-show hours call for a quote.
11. Wall, column and permanent building utility outlets are not part of booth space and are not to be used by exhibitors.
12. Unless otherwise directed, Edlen personnel are authorized to cut floor coverings to permit installing service(s) ordered.
13. Pressure for Water Services may vary. No guarantee can be made of minimum or maximum pressure. If pressure is critical, the exhibitor should arrange to have a pressure regulator valve installed.
14. Natural Gas "when available" is not regulated by Edlen and is at the facility pressure (4oz.). Call for price quote when available.
15. Gas & Cylinders: When available 1025 - 1030 BTU per cubic foot at 7' water column pressure. Credit will not be provided on unused cylinders.
16. All equipment using water must have inlet and outlet properly tagged.
17. All equipment must comply with state and local codes.
18. Edlen will not be responsible for moisture or water in air lines. Exhibitors should supply their own filter or other equipment to handle moisture or water.
19. For gas cylinders or any other special requirements call Edlen for a quote at the number on the front of the form. Delivery charges will apply to any specialty equipment delivered and removed from the exhibitor booths.
20. Edlen must have 30 days notice in order to supply special regulators, strainers, traps, etc..
21. Claims will not be considered or adjustments made unless filed by the exhibitor in writing prior to close of the event, no exceptions.
22. Credit will not be given for outlets installed or connections made and not used.
23. Payment in full for all plumbing services provided must be made in full prior to close of the event.
24. It is agreed that in the event it becomes necessary to turn this matter over to an attorney for collection, or to file a lien, or foreclosure, or otherwise, exhibitor will pay Edlen its attorney fees or applicable agency fees.
25. A service charge of \$25.00 will be assessed for all returned checks or declined credit cards.
26. A service charge of 1.5% per month on any unpaid balances will be made starting 10 days after date of invoice.

**POWER TO OPERATE ANY PLUMBING APPARATUS IS NOT INCLUDED.**  
**ALL ELECTRICAL REQUIREMENTS MUST BE ORDERED ON THE ELECTRICAL FORM**  
For Further Information please visit our web site at [www.edlen.com](http://www.edlen.com)  
Or call the number on the front of this form.



**Telecommunications, Internet & Equipment Rental Order Form**  
**~ 2015 Q1 Calendar Year Edition (Jan 2015)~**  
 Please complete this Order Form and fax back to 1.877.996.6846  
 Questions? Please contact our office at 1.877.722.4108



Event: \_\_\_\_\_ Date(s): \_\_\_\_\_ Booth/Rm #(s): \_\_\_\_\_

Company Name/Address: \_\_\_\_\_

City/State/Zip(Country): \_\_\_\_\_ Fax: \_\_\_\_\_

(On Site) Contact: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

| COMMUNICATIONS SERVICES   | QTY | ADVANCED<br>(14 DAYS)               | STANDARD | TOTAL |
|---|-----|-------------------------------------|----------|-------|
| <b>Standard Phone Line-</b> Includes a non-refundable \$25 Toll/Long distance Fee. Charges incurred over that amount will be billed separately.<br>Please indicate Use: <input type="checkbox"/> Calls <input type="checkbox"/> Credit Card Machine <input type="checkbox"/> Both   |     | \$200                               | \$250    |       |
| <b>Phone Instruments &amp; System Features</b>  |     |                                     |          |       |
| • Single Line Phone Handset   |     |                                     | \$25     |       |
| • Polycom Full Duplex Conference Phone  |     |                                     | \$125    |       |
| <b>2-Way Radio</b> (Multi-Channel Private Party Radio, Includes 1 Radio and Charging Accessory.   |     |                                     | \$45     |       |
| SHARED HIGH-SPEED INTERNET SERVICES   | QTY | ADVANCED<br>(14 DAYS)               | STANDARD | TOTAL |
| <b>Wired Shared High- Speed Internet Connection (Hard Line)</b><br>(1) Wired 1.5Mbps Burstable, 10 Mbps Shared Internet Connection.<br>**NO SERVERS OR STREAMING ALLOWED ON SHARED NETWORK-CALL FOR DETAILS**   |     | \$656                               | \$820    |       |
| <b>Wireless Shared High-Speed Internet Connection</b><br>(1) Wireless 512 Kbps burstable. 3Mbps Shared Internet Connection<br>**NO SERVERS OR STREAMING ALLOWED ON SHARED NETWORK-CALL FOR DETAILS**  |     | \$400                               | \$500    |       |
| <b>Additional Wired -or- Wireless Shared High-Speed Internet Connection</b><br>Existing Shared Internet Connection orders only!<br>(1) Internet connection<br>(10) Additional connections <u>MAX</u> may be added, switch and cable package required.   |     |                                     | \$150    |       |
| <b>UNAUTHORIZED WIRELESS DEVICES ARE STRICTLY PROHIBITED ON THE SHOW FLOOR. "Exhibitors" If wireless is necessary for demonstration purposes it must be approved by Wombo Inc., in advance. SSID Broadcast will need to be turned off and pass protection via WEP/WPA encryption enabled. Channel 11 is designated for all outside Internet devices such as Mi-Fi devices and wireless routers. To reduce interference from wireless signals, a lower power output of 40mW (16dBm) is requested. Each device accessing the Mi-Fi or wireless router is required to purchase a network pass.</b> |     |                                     |          |       |
| PRIVATE BANDWIDTH INTERNET SERVICES   | QTY | ADVANCED<br>(14 DAYS)               | STANDARD | TOTAL |
| <b>Group Wi-Fi Access Available (Dedicated Internet Connection Required)</b>  |     | <b>Call for Pricing &amp; Quote</b> |          |       |
| <b>1.5Mbps Dedicated High-Speed Internet Connection</b><br>(1) Private Wired 1.5Mbps Synchronous Internet Drop<br>* Switch & Cable Package required*  |     | \$2,760                             | \$3,450  |       |
| <b>3Mbps Dedicated High-Speed Internet Connection</b><br>(1) Private Wired 3.0Mbps Synchronous Internet Drop.<br>* Switch & Cable Package required*   |     | \$4,680                             | \$5,850  |       |
| <b>6Mbps Dedicated High-Speed Internet Connection</b><br>(1) Private Wired 6.0Mbps Synchronous Internet Drop<br>* Switch & Cable Package required*  |     | \$7,800                             | \$9,750  |       |
| <b>10Mbps up to 90Mbps Dedicated Networks Available</b>   |     | <b>Call for Pricing &amp; Quote</b> |          |       |
| <b>VLAN Connection</b> (Additional locations/drops for dedicated lines require a VLAN)  |     | -----                               | \$1,500  |       |
| <b>8 Port Switch and Cable Package</b>  |     | -----                               | \$125    |       |
| <b>24 Port Switch and Cable Package</b>   |     | -----                               | \$175    |       |
| <b>50' of Cat5 Ethernet Cable</b>   |     | -----                               | \$50     |       |

| SPECIAL SERVICES  | QTY  | ADVANCED<br>(14 DAYS)                       | **STANDARD                            | TOTAL |
|---|------|---|---------------------------------------|-------|
| Dry Pair Order & Extension of 3 <sup>rd</sup> Party Credit:<br>• Extension of 3 <sup>rd</sup> Party Lines from Demare<br>• Fiber Runs & Cross Connects  |      | -----                                       | CALL FOR PRICING                      |       |
| COMPUTERS-TABLETS   | QTY  | ADVANCED<br>(14 DAYS)                       | **STANDARD                            | TOTAL |
| Computer Combination Package<br>(1-computer, 1-20" monitor, 1- keyboard and mouse)  |      | -----                                       | \$185                                 |       |
| Laptop Computer (call for processor and memory specs)   |      | -----                                       | \$125                                 |       |
| Computer Monitors   |      | Call for Discount Pricing & Quote           |                                       |       |
| Audiovisual Monitors  |      | Please contact Corporate Staging and Events |                                       |       |
| Apple iPad 16GB   |      |   | \$150                                 |       |
| Locking iPad Kiosk (Freestanding kiosk with locking enclosure, does not include iPad)   |      |   | \$185                                 |       |
| Microsoft Office (Include Word, Excel, Powerpoint, Access, & Outlook)   |      | Included                                    |                                       |       |
| Cybercafé (5 or more Internet devices)  |      | Call for Discount Pricing & Quote           |                                       |       |
| FAXES-PRINTERS-COPIERS  | QTY  | ADVANCED<br>(14 DAYS)                       | **STANDARD                            | TOTAL |
| Network Laser Printer   |      | -----                                       | \$100                                 |       |
| All-In-One Duplex Laser Printer/Fax/Copy/Scanner  |      | -----                                       | \$150                                 |       |
| Professional Office Copier  |      | Call for Pricing & Quote                    |                                       |       |
| MISCELLANEOUS   | QTY  | ADVANCED<br>(14 DAYS)                       | **STANDARD                            | TOTAL |
| Keyboard & Mouse  |      | -----                                       | \$25                                  |       |
| Speakers  |      | -----                                       | \$35                                  |       |
| AC Power Strip  |      | -----                                       | \$15                                  |       |
| 10' VGA Cable   |      | -----                                       | \$15                                  |       |
| 10' RCA to 1/8" Headphone Jack  |      | -----                                       | \$15                                  |       |
| Labor Rate<br>Wired/Wireless Shared High-Speed Internet, Dedicated High Speed Internet<br>Connection orders and Event/Show orders are all minimum 1 hour labor.   |      | -----                                       | \$125/hr<br>(1 hr minimum)            |       |
| Expedite Fee<br>All orders placed less than 3 business days prior to show move in date  | ---- | -----                                       | \$100                                 |       |
| *ADVANCED RATE: ALL ORDERS PLACED 14 DAYS PRIOR TP EVENT MOVE-IN DATE.<br>**RENTAL SERVICES: PRICING IS PER DAY CHARGE FOR ALL RENTAL EQUIPMENT.<br>DISCOUNTS BASED ON QUANTITY & DAYS. CALL TODAY FOR A QUOTE!<br>CALL TODAY FOR GROUP RATE DISCOUNTING!!! |      |   | 8.5% Sales Tax<br>(Equipment Only)    |       |
|   |      |   | Add \$85 Delivery<br>(Equipment Only) |       |
|   |      |   | GRAND TOTAL                           |       |

\*\*\*\*ALL orders received **3 business days** or less before the event start date will be charged an additional \$100\*\*\*\*

Please complete this contract and fax back to **1.877.996.6846**.

Should you have any questions about our services please call **1.877.722.4108**

## **TERMS AND CONDITIONS**

### **WIRELESS DECLARATION**

1. **UNAUTHORIZED WIRELESS DEVICES ARE STRICTLY PROHIBITED ON THE SHOW FLOOR.** If wireless is necessary for demonstration purposes it must be approved by Wombo Inc., in advance. SSID Broadcast will need to be turned off and pass protection via WEP/WPA encryption enabled.
2. Channel 11 is designated for all outside Internet devices such as Mi-Fi devices and wireless routers. Any device not on channel 11 may experience interference and will not operate properly as a result. To reduce interference from wireless signals, a lower power output of 40 mW (16dBm) is requested.
3. Each device accessing the Mi-Fi or wireless router is required to purchase a network pass.

### **TELECOMMUNICATIONS AND INTERNET SERVICES:**

4. Wombo Inc. is the exclusive provider and installer of all Telecommunications, High-Speed Internet Access and Networks within the Sacramento Convention Center Complex. All orders are based on availability and will be accessible **on the day of show**.
5. Wombo, Inc. is not responsible for loss of communication services caused by the LEC (Local Exchange Carrier), Long Distance Carriers or ISP (Internet Service Providers).
6. All ISDN Lines (2B+D) will be provisioned "Intel Blue" unless otherwise specified.
7. Only Wombo personnel are authorized to modify system wiring or cabling.
8. All materials and equipment furnished by Wombo, Inc. remains the property of Wombo, Inc. Replacement charges may be incurred for misuse or loss of equipment.
9. All equipment rented from Wombo, Inc. must be returned at the end of the event to Wombo Representative. Any equipment lost, stolen or damaged will be charged back to customer.

### **EQUIPMENT RENTALS:**

10. All Rental Orders are based on availability at time of order.
11. Wombo, Inc. reserves the right to choose product brand. You may request a specific brand or product, which may result in a higher charge.
12. Only Wombo personnel are authorized to modify equipment.
13. Please report any equipment malfunction to Wombo, Inc. immediately. Credit will not be given if reported after the event.
14. Wombo, Inc. is not responsible for software compatibility issues. Customer will be charged a \$75 fee for troubleshooting customer installed software.
15. All materials and equipment furnished by Wombo, Inc. remains the property of Wombo, Inc. Replacement charges will be billed for misuse or loss of equipment.
16. All equipment rented from Wombo, Inc. must be returned at the end of the event to a Wombo Representative. Any equipment lost, stolen or damaged will be charged back to customer.

### **ORDERING INFORMATION:**

17. Please provide all information requested on the form for speedy processing of your order.
18. An Onsite contact **MUST** be given to receive your items on show site.

19. For In booth cabling, please provide a scaled drawing of your booth indicating line placement.
20. Facility cannot be held liable for services provided by Wombo, Inc.
21. Exhibitor must be present in booth to accept delivery or a repeat delivery charge will apply.
22. Any long distance charges for phone or ISDN services will be billed separately.
23. All prices are subject to change, Wombo Inc. will provide notice of change at time of your order.

### **PAYMENT TERMS:**

24. Full payment is DUE upon receipt of invoice unless otherwise stated. All past due invoices will be subject to a **1.5% monthly penalty fee** until paid in full.
25. Credit will not be given for service installed and not used.
26. Wombo, Inc. accepts payment in US dollars, Checks drawn on a US Bank, Wire Transfers, or the following credit cards: (VISA, MC, AMEX) Make all checks payable to: **Wombo, Inc.**
27. There will be a \$30.00 service charge for returned checks.
28. There is a expedite fee of \$100 if services are ordered within **3 business days** for event start date.
29. All Wire Transfers must include Bank Transfer Fee of \$45.00
30. When paying by check, credit card information must be provided for incidentals.

### **CANCELLATION & REFUNDS:**

31. Cancellations must be in writing on company letterhead with-in **72hrs.** of event move-in date in order to receive a refund.
32. A \$150 cancellation fee applies to all processed orders under \$1,500. All processed orders exceeding \$1,500 will be charged a 15% cancellation fee. Additional fees may apply if services have been ordered to the MPOE before any cancellation request has been received and/or special item orders have been filled.
33. Refunds will be processed within **30 days** of show closing.
34. No credits will be issued after delivery or attempted delivery of rented equipment.

**PAYMENT INFORMATION:** Please note that per Wombo Inc., Terms & Conditions all charges are due in full upon the client receiving an invoice. Services and/or equipment can only be installed after payment is received.

\*Please mark your method of payment: ☐ Company Check ☐ Purchase Order ☐ Credit Card (See credit card authorization form)

Accounts Receivable Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

E-mail Contact: \_\_\_\_\_ Fax : \_\_\_\_\_

Company: \_\_\_\_\_

Billing Address: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

- Please fax your completed contract to: 1.877.996.6846 - (or) - Scan and Email to: [support@wombo.com](mailto:support@wombo.com)
- Mailing Check Payment : 8733 Magnolia Ave., Suite100, Santee CA 92071

By signing above you have agreed to the terms and conditions of this contract . Any late charges or additional fees will be billed direct.  
(Federal Tax ID # 77-0485659)





1030 15th Street, Suite 100  
Sacramento, CA 95814  
916.492.9710 main  
1877.722.4108 toll free  
1877.996.6846 fax

**This form authorizes Wombo, Inc. to charge the credit card account listed below**

**Please Complete in PRINT and fax back to: 1877.996.6846**

**Credit Card Information**

Credit Card Type: ☐ VISA ☐ MASTER CARD ☐ AMEX ☐ DISCOVER

Card Number:  FIRST DIGIT  LAST FOUR DIGIT

Expiration Date:

Name on Card:

Credit Card Billing Address (where you receive your credit card statements):

Street:

City, State, Zip Code:

I hereby authorize WOMBO INC. to charge the credit card identified above for invoice

**AUTHORIZATION:**

I also understand that if there is **ANY** dispute or dissatisfaction regarding the services & rentals, including fees paid by **Wombo Inc.** to others, that said dispute shall be taken up **DIRECTLY** with **Wombo Inc.** I agree that I will **NOT** request a charge back or credit to my credit card in connection with any charge made pursuant to this agreement. I hereby expressly waive my rights to request any charge back against **Wombo Inc.** now, and in the future. In the event I do attempt a charge back to my credit card, then in the event of a lawsuit being filed by **Wombo Inc.** relation there to, the prevailing party shall be entitled to recover all related attorneys' fees and cost

Cardholder Name, Address, and Phone Number

Print Name

Authorized



TRADE SHOW FURNISHINGS 2015  
**Product Catalog**



# PREMIER COLLECTIONS

SEE INDIVIDUAL CATEGORIES FOR DETAILED PRODUCT INFORMATION

## ROMA



CHR003



SFA003

## MIRABEL



CHR001



SFA001

## ALLEGRO



CHR002



SFA002

## KEY WEST



OCB



LSM



SOM

## SOUTH BEACH



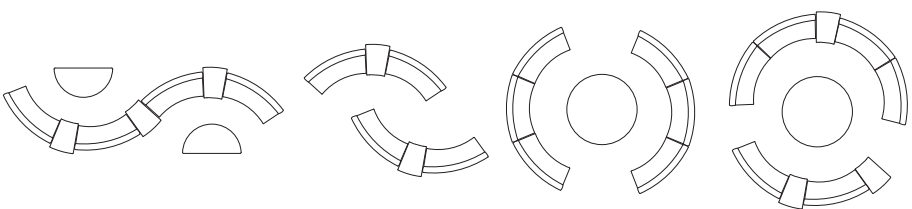
OTS

SO1



SO2

Suggested Uses of South Beach



TANGIERS



TANCHR



TANSOF

NAPLES



NPLCHR



NPLLOV



NPLSOF

HEATHROW



HS008



HC008



HCH08



HEA08

Suggested Uses of Heathrow





## SOFAS & SECTIONALS



HEA08



SO1



SFA001



SFA002



NPLSOF



TANSOF



SOM



SFA003



HS008



SO2

## LOVESEATS



LSM



NPLLOV

### SOFAS & SECTIONALS

#### HEA08 Heathrow Sofa

Black Vinyl  
48"L 24"D 28"H

#### SO1 South Beach Sofa

Platinum Suede  
69"L 29"D 33"H

#### SFA001 Mirabel Sofa

Brown Leather  
76"L 35"D 32"H

#### SFA002 Allegro

Blue Fabric  
73"L 34.5"D 30"H

#### NPLSOF Naples Sofa

Black Vinyl  
87"L 30"D 28"H

#### TANSOF Tangiers Sofa

Beige Textured  
78"L 37"D 36"H

#### SOM Key West Sofa

Black  
85"L 35"D 33"H

#### SFA003 Roma

White Vinyl  
78"L 31"D 33"H

#### HS008 Heathrow 3 pc. Sectional

Black Vinyl  
72"L 48"D 28"H

#### SO2 South Beach 3 pc. Sectional

Platinum Suede  
152"L 40"D 33"H

### LOVESEATS

#### LSM Key West Loveseat

Black  
57"L 35"D 33"H

#### NPLLOV Naples Loveseat

Black Vinyl  
62"L 30"D 28"H

## CLUB CHAIRS



CHR003



CHR001



CHR002



NPLCHR



TANCHR



OCB



HCH08



HC008

## OCCASIONAL CHAIRS



SWAN



OCA



OCH



BCW



CCE



LABREA



MADGRY

## MEETING CHAIRS



OCMESP



OCMTAU

### CLUB CHAIRS

**CHR003 Roma Chair**  
White Vinyl  
37"L 31"D 33"H

**CHR001 Mirabel Chair**  
Brown Leather  
36"L 35"D 32"H

**CHR002 Allegro Chair**  
Blue Fabric  
36"L 34.5"D 30"H

**NPLCHR Naples Chair**  
Black Vinyl  
36"L 30"D 28"H

**TANCHR Tangiers Chair**  
Beige Textured  
34"L 37"D 36"H

**OCB Key West Tub Chair**  
Black  
31"L 31"D 31"H

**HCH08 Heathrow Chair**  
Black Vinyl  
24"L 24"D 28"H

**HC008 Heathrow Corner Chair**  
Black Vinyl  
24"L 24"D 28"H

### OCCASIONAL CHAIRS

**SWAN Swanson Swivel Chair**  
White Vinyl  
28"L 25"D 18"H

**OCA T-Vac Chair**  
Translucent, Chrome  
25"L 23"D 30"H

**OCH Madrid Chair**  
Black Leather  
30"L 30"D 31"H

**BCW Madrid Chair**  
White Leather  
30"L 30"D 31"H

**CCE Ice Chair**  
Transparent, Chrome  
17.25"L 20"D 32"H

**LABREA La Brea Swivel Chair**  
Charcoal Gray, Fabric  
35"L 27"D 40"H

**MADGRY Madden Arm Chair**  
Light Gray, Vinyl  
27"L 32"D 33"H

### MEETING CHAIRS

**OCMESP Meeting Chair**  
Espresso Leather  
25.5"L 23.5"D 34"H

**OCMTAU Meeting Chair**  
Taupe Fabric  
25.5"L 23.5"D 34"H

# OTTOMANS



BNO08



BN075



END02B



END02W



SAL



OSC



OTH



PUZ2SW



CUBL20



VIB05



VIB06



VIB07



VIB08



VIB01



VIB02



VIB03



VIB04



OTS



OTK



OTL



CCB



CCW

## OTTOMANS

**BNO08 Bench Ottoman**  
Black Vinyl  
60"L 20"D 18"H

**BN075 Bench Ottoman**  
White Vinyl  
60"L 20"D 18"H

**END02B Endless Square Ottoman**  
Black  
34"L 34"D 15"H

**END02W Endless Square Ottoman**  
White  
34"L 34"D 15"H

**SAL Sally Stool**  
White  
12" Round 17"H

**OSC Milano Cube**  
White Leather  
17"L 17"D 18"H

**OTH Milano Cube**  
Black Leather  
17"L 17"D 18"H

**PUZ2SW Puzzle Bench Ottoman**  
White  
48"L 24"D 18"H

**CUBL20 Edge LED Cube Ottoman**  
White Plastic  
20"L 20"D 20"H

**Vibe Cube Ottoman**  
Waterproof  
18"L 18"D 18"H  
**VIB05** Yellow Vinyl  
**VIB06** Gold/Bronze Vinyl  
**VIB07** Beige Vinyl  
**VIB08** Orange Vinyl  
**VIB01** Green Vinyl  
**VIB02** Blue Vinyl  
**VIB03** Pink Vinyl  
**VIB04** Red Vinyl

**OTS South Beach Wedge Ottoman**  
Platinum Suede  
25"L 31"D 18"H

**OTK Half Round Ottoman**  
Black Leather  
72"L 36"D 17"H

**OTL Half Round Ottoman**  
White Leather  
72"L 36"D 17"H

**CCB Circle Ottoman**  
Black Leather  
72"L 72"D 17"H

**CCW Circle Ottoman**  
White Leather  
72"L 72"D 17"H

**CCZ Circle Ottoman**  
Black, White Leather  
72"L 72"D 17"H

## GROUP SEATING



RSTDIN



DUET



CS8



CS9



SC4



SC1



XCHR



SC9



SC10



CH002



SCF



SCC



SCE



SCD



SC8



SC3



XC3



XC6



CO4

### GROUP SEATING

**RSTDIN Rustique Chair with arms**  
Gunmetal  
20"L 18"D 31"H

**DUET Duet Chair**  
Black, Chrome  
21"L 23"D 33"H

**CS8 Berlin Chair**  
Black  
18"L 22"D 32"H

**CS9 Berlin Chair**  
Red  
18"L 22"D 32"H

**SC4 Jetson Chair**  
Black  
19"L 18"D 31"H

**SC1 New York Chair**  
Black, Maple  
18"L 17"D 34"H

**XCHR Christopher Chair**  
White Vinyl, Chrome  
17"L 19"D 35"H

**SC9 Panton Chair**  
White  
20"L 24"D 33"H

**SC10 Razor Chair**  
White  
15.38"L 15.5"D 30.5"H

**CH002 Wendy Chair**  
Clear Acrylic  
15"L 20"D 36"H

**SCF Fusion Chair**  
Black, White  
19"L 21"D 32"H

**SCC Fusion Chair**  
Clear, White  
19"L 21"D 32"H

**SCE Fusion Chair**  
Red, White  
19"L 21"D 32"H

**SCD Fusion Chair**  
Green, White  
19"L 21"D 32"H

**SC8 Flex Chair with wheels**  
24"L 22"D 31"H

**SC3 Brewer Chair**  
Onyx, Black  
20"L 20"D 32"H

**XC3 Luxor Guest Chair**  
Black Leather  
27"L 28"D 40"H

**XC6 Altura Guest Chair**  
Black Crepe  
25"L 20"D 34"H

**CO4 Iso Mesh Chair**  
Black  
26"L 24"D 38"H



## COCKTAIL TABLES



COLI



C1E



C1D



C1K



C1F



C1C



C1W



C1Y

## SIDE AND END TABLES



TMBTBL



NEMSAC



ETBL



AURA



EOLI



E1E



E1D



E1K



E1F



E1C



CDYTB



E1W



E1Y



CUBTBL

### COCKTAIL TABLES

**COLI Oliver Cocktail Table**  
Walnut Finish  
47"L 27"D 19"H

**C1E Silverado Cocktail Table**  
Glass, Chrome  
36" Round 17"H

**C1D Soho Cocktail Table**  
Espresso, Metal  
38"L 38"D 18.5"H

**C1K Inspiration Cocktail Table**  
Glass, Brushed Steel  
42"L 28"D 18"H

**C1F Geo Cocktail Table**  
Glass, Black  
50"L 22"D 16"H

**C1C Geo Cocktail Table**  
Glass, Chrome  
50"L 22"D 16"H

**C1W Sydney Cocktail Table**  
White, Brushed Steel  
48"L 26"D 18"H

**C1Y Sydney Cocktail Table**  
Black, Brushed Steel  
48"L 26"D 18"H

### END TABLES

**TMBTBL Timber Table**  
Wood  
16" Round 17"H

**NEMSAC Mosaic Tables, Set of 3**  
12"L 14"D 16"H  
16.5"L 15"D 18"H  
20.5"L 16"D 20"H

**ETBL E Table**  
Wood  
21"L 15.5"D 27.5"H

**AURA Aura Round Table**  
White Metal  
15" Round 22"H

**EOLI Oliver End Table**  
Walnut Finish  
22" Round 22"H

**E1E Silverado End Table**  
Glass, Chrome  
24" Round 22"H

**E1D Soho End Table**  
Espresso, Metal  
26"L 26"D 27"H

**E1K Inspiration End Table**  
Glass, Brushed Steel  
24"L 28"D 22"H

**E1F Geo End Table**  
Glass, Black  
26"L 26"D 20"H

**E1C Geo End Table**  
Glass, Chrome  
26"L 26"D 20"H

**CDYTB Candy Table**  
White/Black Top  
18"L 18"D 18"H

**E1W Sydney End Table**  
White, Brushed Steel  
27"L 23"D 22"H

**E1Y Sydney End Table**  
Black, Brushed Steel  
27"L 23"D 22"H

**CUBTBL Edge LED Cube Table**  
Plexi Top, White Plastic  
20"L 20"D 20"H

## CONFERENCE TABLES



CG1



CF2



CE2



OCT6W



CE1



CF1



6'-CB2



MERLIN



WD3



8'-CB3



6'-CD2



8'-CD3



6'-CC6  
8'-CC7  
10'-CC8



6'-CT06GR  
8'-C508GR  
10'-CT10GR



CC5



CB1



CONF42

## SAMPLE CONFERENCE SETS



### CONFERENCE TABLES

**CG1 Manhattan Table**  
Glass, Black  
42" Round 29"H

**CF2 Geo Table, Rectangular**  
Glass, Black  
60"L 36"D 29"H

**CE2 Geo Table, Rectangular**  
Glass, Chrome  
60"L 36"D 29"H

**OCT6W Nova Oval Table**  
White, Silver Powder  
Coated Legs  
71"L 36"D 29"H

**CE1 Geo Table, Rounded Square**  
Glass, Chrome  
42"L 42"D 29"H

**CF1 Geo Table, Rounded Square**  
Glass, Black  
42"L 42"D 29"H

**CB2 Table**  
6' Graphite Nebula  
72"L 42"D 29"H

**MERLIN Merlin Multi Use Table**  
Gray Laminate, Black  
46"L 29"D 30"H

**WD3 Work Table**  
White Laminate, White  
48"L 24"D 30"H

**CB3 Table**  
8' Graphite Nebula  
96"L 48"D 29"H

**CD2 Table**  
6' Gray Nebula  
72"L 42"D 29"H

**CD3 Table**  
8' Gray Nebula  
96"L 48"D 29"H

**CC6 Table**  
6' Mahogany  
72"L 36"D 29.5"H

**CC7 Table**  
8' Mahogany  
96"L 48"D 29.5"H

**CC8 Table**  
10' Mahogany  
120"L 48"D 29.5"H

**CT06GR Table**  
6' Granite  
72"L 36"D 29"H

**C508GR Table**  
8' Granite  
96"L 44"D 29"H

**CT10GR Table**  
10' Granite  
120"L 46"D 29"H

**CC5 Table**  
Mahogany  
42" Round 29"H

**CB1 Table**  
Graphite Nebula  
42" Round 29"H

**CONF42 Table**  
White Laminate  
42" Round 29"H

## EXECUTIVE CHAIRS



PROEXE



XC2



XC1



XC5



XC4



OTO

## G30 COMMUNAL BAR, CAFÉ & COCKTAIL TABLES



G30BMS



G30BMW



G30BWS



G30BWW



G30DMS



G30DMW



G30DWS



G30DWW



G30CMS



G30CMW



G30CWS



G30CWW

## TABLE TOP OPTIONS



MAPLE



WHITE

### EXECUTIVE CHAIRS

**PROEXE Pro Executive Chair**  
White Classic Vinyl  
27.5"L 27.5"D 45.7"H  
Adjustable

**XC2 Luxor Executive Chair**  
Mid Back, Black Leather  
27"L 28"D 41"H  
Adjustable

**XC1 Luxor Executive Chair**  
High Back, Black Leather  
27"L 28"D 47"H  
Adjustable

**XC5 Altura Executive Chair**  
Mid Back, Black Crepe  
25"L 25"D 37"H  
Adjustable

**XC4 Altura Executive Chair**  
High Back, Black Crepe  
25"L 25"D 43"H  
Adjustable

**OTO Perth Chair**  
High Back, Black  
23"L 21"D 43"H  
Adjustable

### BAR TABLES

**G30BMS Bar Table**  
Maple Top  
72"L 26"D 42"H

**G30BMW Bar Table**  
with Grommet Holes,  
Maple Top  
72"L 26"D 42"H

**G30BWS Bar Table**  
White Top  
72"L 26"D 42"H

**G30BWW Bar Table**  
with Grommet Holes,  
White Top  
72"L 26"D 42"H

### CAFÉ TABLES

**G30DMS Café Table**  
Maple Top  
72"L 26"D 30"H

**G30DMW Café Table**  
with Grommet Holes,  
Maple Top  
72"L 26"D 30"H

**G30DWS Café Table**  
White Top  
72"L 26"D 30"H

**G30DWW Café Table**  
with Grommet Holes,  
White Top  
72"L 26"D 30"H

### COCKTAIL TABLES

**G30CMS Cocktail Table**  
Maple Top  
72"L 26"D 18"H

**G30CMW Cocktail Table**  
with Grommet Holes,  
Maple Top  
72"L 26"D 18"H

**G30CWS Cocktail Table**  
White Top  
72"L 26"D 18"H

**G30CWW Cocktail Table**  
with Grommet Holes,  
White Top  
72"L 26"D 18"H

## BARSTOOLS



RSTSTL



BS001



BS002



BS003



ROLLRD



ROLLGY



ROLLWH



ROLLBL



BSN



BCE



BSS



BST



BSL



BSC



BSD



### BARSTOOLS

#### RSTSTL Rustique Barstool

Gunmetal  
13"L 13"D 30"H

#### BS001 Shark Barstool

White, Chrome  
22"L 19"D 34-44"H

#### BS002 Zoey Barstool

White, Chrome  
15"L 16"D 26-30.5"H

#### BS003 Zoey Barstool

Black, Chrome  
15"L 16"D 26-30.5"H

#### ROLLRD Lift Barstool

Red Vinyl  
15" Round  
23-33.5"H Adjustable

#### ROLLGY Lift Barstool

Gray Vinyl  
15" Round  
23-33.5"H Adjustable

#### ROLLWH Lift Barstool

White Vinyl  
15" Round  
23-33.5"H Adjustable

#### ROLLBL Lift Barstool

Black Vinyl  
15" Round  
23-33.5"H Adjustable

#### BSN Jetson Barstool

Black  
18"L 19"D 29"H

#### BCE Ice Barstool

Transparent, Chrome  
16"L 14"D 33"H

#### BSS Banana Barstool

Black, Chrome  
21"L 22"D 30"H

#### BST Banana Barstool

White, Chrome  
21"L 22"D 30"H

#### BSL Gin Barstool

Maple, Chrome  
16"L 16"D 29"H

#### BSC Oslo Barstool

White  
17"L 20"D 30"H

#### BSD Oslo Barstool

Blue  
17"L 20"D 30"H



## BAR TABLES



30"-VTK  
36"-VTP



30"-VTJ  
36"-VTN



36"-VTW



30MHSB



VTG



VTB



VTC



30"-WTK  
36"-WTP



30"-WTJ  
36"-WTN



WTW



30MHTB



WTS



WTB



WTC

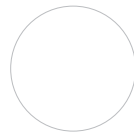
## TABLE TOP OPTIONS



MAPLE



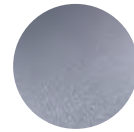
GRAPHITE NEBULA



WHITE LAMINATE



MAHOGANY



SILVER TEXTURED



BRUSHED RED



BRUSHED BLUE

### BAR TABLES

#### Standard Black Base

30" Round 42"H

VTK Maple Top

VTJ Graphite Nebula Top

30MHSB Mahogany Top

VTG Silver Textured Top

VTB Brushed Red Top

VTC Brushed Blue Top

#### Standard Black Base

36" Round 42"H

VTP Maple Top

VTN Graphite Nebula Top

VTW White Laminate Top

#### Tulip Chrome Base

30" Round 42"H

WTK Maple Top

WTJ Graphite Nebula Top

30MHTB Mahogany Top

WTS Silver Textured Top

WTB Brushed Red Top

WTC Brushed Blue Top

#### Tulip Chrome Base

36" Round 42"H

WTP Maple Top

WTN Graphite Nebula Top

WTW White Laminate Top



## CAFÉ TABLES



30"-ZTK  
36"-ZTP



30"-ZTJ  
36"-ZTN



ZTQ



30MHSC



ZTG



ZTB



ZTC



30"-XTK  
36"-XTP



30"-XTJ  
36"-XTN



XTR



30MHTC



XTS



XTB



XTC

## SAMPLE BAR TABLE SETS



### CAFÉ TABLES

#### Standard Black Base

30" Round 29"H

ZTK Maple Top

ZTJ Graphite Nebula Top

30MHSC Mahogany Top

ZTG Silver Textured Top

ZTB Brushed Red Top

ZTC Brushed Blue Top

#### Standard Black Base

36" Round 29"H

ZTP Maple Top

ZTN Graphite Nebula Top

ZTQ White Laminate Top

#### Tulip Chrome Base

30" Round 29"H

XTK Maple Top

XTJ Graphite Nebula Top

30MHTC Mahogany Top

XTS Silver Textured Top

XTB Brushed Red Top

XTC Brushed Blue Top

#### Tulip Chrome Base

36" Round 29"H

XTP Maple Top

XTN Graphite Nebula Top

XTR White Laminate Top



## TRAINING ROOM



MERLIN



WD3

## BOOKCASES & PRODUCT DISPLAYS



PMB36



PMB42



PDL



36" – PDL36W  
42" – PDL42W



BC6



BC7



36" – PDL36B  
42" – PDL42B



ET2



ET1

## UTILITY CHAIRS



SY1



DF1

### TRAINING ROOM

**MERLIN Merlin Multi Use Table**  
Gray Laminate, Black  
46"L 29"D 30"H

**WD3 Work Table**  
White Laminate, White  
48"L 24"D 30"H

### BOOKCASES & PRODUCT DISPLAYS

**Plastic Pedestal**  
Black  
**PMB36** 24"L 24"D 36"H  
**PMB42** 24"L 24"D 42"H

**PDL Locking Door Pedestal**  
Black  
24"L 24"D 42"H

**Powered Locking Pedestal**  
White  
**PDL36W**  
24"L 24"D 36"H  
**PDL42W**  
24"L 24"D 42"H

**BC6 Bookcase**  
Mahogany  
36"L 13"D 71"H

**BC7 Bookcase**  
Granite  
36"L 13"D 71"H

**Powered Locking Pedestal**  
Black  
**PDL36B**  
24"L 24"D 36"H  
**PDL42B**  
24"L 24"D 42"H

**ET2 Etagere**  
Black  
30"L 16"D 70"H

**ET1 Etagere**  
Pewter  
30"L 16"D 70"H

### UTILITY CHAIRS

**SY1 Altura Steno Chair**  
Black Crepe  
25"L 26"D 21"H

**DF1 Altura Drafting Stool**  
Black Crepe  
25"L 26"D 34"H

## DESKS & CREDENZAS



JD6



JD7



CR6



CR7

## FILES



VF4



VF2



L26



L27

## FRIDGES



R1R



R1Q

### DESKS & CREDENZAS

**JD6 Executive Desk**  
Mahogany  
60"L 30"D 29"H

**JD7 Executive Desk**  
Granite  
60"L 30"D 29"H

**CR6 Credenza**  
Mahogany  
72"L 24"D 29"H

**CR7 Credenza**  
Granite  
72"L 24"D 29"H

### FILES

**VF4 Vertical File**  
4 Drawer  
27"L 19"D 52"H

**VF2 Vertical File**  
2 Drawer  
27"L 19"D 28"H

**L26 Lateral File**  
Mahogany  
36"L 20"D 29"H

**L27 Lateral File**  
Granite  
36"L 20"D 29"H

### FRIDGES

**R1R Refrigerator**  
White  
14.0 cubic feet  
28"L 28"D 64"H

**R1Q Refrigerator**  
White  
4.0 cubic feet  
20"L 22"D 33"H





## MOBILE TABLET STANDS



TBBCHR



TBSHLF



TBPNTN



## LAMPS



LA15



LA14



TBSTDW



TBSTND

## LIGHTED PRODUCTS

### LED color guide



CUBL20



CUBTBL

### MOBILE TABLET STAND ACCESSORIES

**TBBCHR Brochure Holder**  
Black  
8.625"L 1.1"D 11.325"H

**TBSHLF Charging Shelf**  
Black  
14.85"L 7.17"D 1"H

**TBPNTN Wireless Printer Holder**  
Black  
3.3"L 1.9"D 5.28"H

### MOBILE TABLET STANDS

**TBSTDW Mobile Tablet Stand**  
White  
14"L 13"D 44.5"H

**TBSTND Mobile Tablet Stand**  
Black  
14"L 13"D 44.5"H

### LAMPS

**LA15 Mason Floor Lamp**  
Brushed Silver  
18" Round 55"H

**LA14 Mason Table Lamp**  
Brushed Silver  
16" Round 26"H

### LIGHTED PRODUCTS

**CUBL20 Edge LED Cube Ottoman**  
White Plastic  
20"L 20"D 20"H

**CUBTBL Edge LED Cube Table**  
Plexi Top, White Plastic  
20"L 20"D 20"H

BARS



Suggested Uses of Martini Bar



BARS

**BRC Martini Bar Circle**  
Comprised of three  
**BR1 Martini Bars**  
100"L 100"D 45"H

**BR1 Martini Bar**  
67"L 22"D 45"H



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| Venue:               |  |            |  |

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| Exhibiting Co:    |  |
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| Contact:          |  |
| Email:            |  |
| Authorized By:    |  |

| PAYMENT INFORMATION                |  |                   |  |
|------------------------------------|--|-------------------|--|
| Order Total:                       |  |                   |  |
| Late Order Fee: (Add 30%)          |  |                   |  |
| State Tax: (excluding NV, CA & OR) |  |                   |  |
| TOTAL DUE:                         |  |                   |  |
| Credit Card:                       |  |                   |  |
| Exp Date:                          |  | BILLING ZIP CODE: |  |
| Name (Print):                      |  |                   |  |
| Signature:                         |  |                   |  |

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**LATE ORDERS:** Orders received within 14 days prior to show opening are subject to a 30% late order fee.

**CANCELLATIONS:** If cancelled within 14 days prior to move-in, a 50% charge will be applied. Cancellations made after move-in begins receive no refund.

| CODE                       | QTY | ITEM                  | DESCRIPTION         | 2015     | TOTAL |
|----------------------------|-----|-----------------------|---------------------|----------|-------|
| <b>PREMIER COLLECTIONS</b> |     |                       |                     |          |       |
| CHR003                     |     | Roma Chair            | White Vinyl         | \$ 409   |       |
| SFA003                     |     | Roma Sofa             | White Vinyl         | \$ 599   |       |
| CHR001                     |     | Mirabel Chair         | Brown Leather       | \$ 386   |       |
| SFA001                     |     | Mirabel Sofa          | Brown Leather       | \$ 592   |       |
| CHR002                     |     | Allegro Chair         | Blue Fabric         | \$ 369   |       |
| SFA002                     |     | Allegro Sofa          | Blue Fabric         | \$ 525   |       |
| OCB                        |     | Key West Chair        | Black               | \$ 299   |       |
| LSM                        |     | Key West Loveseat     | Black               | \$ 369   |       |
| SOM                        |     | Key West Sofa         | Black               | \$ 423   |       |
| OTS                        |     | South Beach Ottoman   | Platinum Suede      | \$ 239   |       |
| SO1                        |     | South Beach Sofa      | Platinum Suede      | \$ 499   |       |
| SO2                        |     | South Beach Sectional | Platinum Suede, 3pc | \$ 1,198 |       |
| TANCHR                     |     | Tangiers Chair        | Beige Textured      | \$ 324   |       |
| TANSOF                     |     | Tangiers Sofa         | Beige Textured      | \$ 499   |       |
| NPLCHR                     |     | Naples Chair          | Black Vinyl         | \$ 439   |       |
| NPLLOV                     |     | Naples Loveseat       | Black Vinyl         | \$ 529   |       |
| NPLSOF                     |     | Naples Sofa           | Black Vinyl         | \$ 629   |       |
| HC008                      |     | Heathrow Corner Chair | Black Vinyl         | \$ 419   |       |
| HCH08                      |     | Heathrow Chair        | Black Vinyl         | \$ 389   |       |
| HEA08                      |     | Heathrow Sofa         | Black Vinyl         | \$ 499   |       |
| HS008                      |     | Heathrow Sectional    | Black Vinyl, 3pc    | \$ 1,309 |       |
| <b>OCCASIONAL CHAIRS</b>   |     |                       |                     |          |       |
| CCE                        |     | Ice Chair             | Transparent, Chrome | \$ 165   |       |
| LABREA                     |     | La Brea Swivel Chair  | Charcoal Gray       | \$ 309   |       |
| MADGRY                     |     | Madden Arm Chair      | Light Gray, Vinyl   | \$ 319   |       |
| BCW                        |     | Madrid Chair          | White Leather       | \$ 562   |       |
| OCH                        |     | Madrid Chair          | Black Leather       | \$ 562   |       |
| SWAN                       |     | Swanson Swivel Chair  | White Vinyl         | \$ 269   |       |
| OCA                        |     | T-Vac Chair           | Translucent, Chrome | \$ 209   |       |
| <b>MEETING CHAIRS</b>      |     |                       |                     |          |       |
| OCMESP                     |     | Meeting Chair         | Espresso Leather    | \$ 209   |       |
| OCMTAU                     |     | Meeting Chair         | Taupe Fabric        | \$ 205   |       |
| <b>GROUP SEATING</b>       |     |                       |                     |          |       |
| XC6                        |     | Altura Guest Chair    | Black Crepe         | \$ 232   |       |
| CS8                        |     | Berlin Chair          | Black, White        | \$ 95    |       |
| CS9                        |     | Berlin Chair          | Red, White          | \$ 95    |       |
| SC3                        |     | Brewer Chair          | Onyx, Black         | \$ 131   |       |
| XCHR                       |     | Christopher Chair     | White Vinyl, Chrome | \$ 79    |       |
| DUET                       |     | Duet Chair            | Black, Chrome       | \$ 49    |       |

| CODE                    | QTY | ITEM                    | DESCRIPTION         | 2015   | TOTAL |
|-------------------------|-----|-------------------------|---------------------|--------|-------|
| SC8                     |     | Flex Chair w/ Wheels    | Black               | \$ 129 |       |
| SCC                     |     | Fusion Chair            | Clear, White        | \$ 105 |       |
| SCD                     |     | Fusion Chair            | Green, White        | \$ 105 |       |
| SCE                     |     | Fusion Chair            | Red, White          | \$ 105 |       |
| SCF                     |     | Fusion Chair            | Black, White        | \$ 105 |       |
| CO4                     |     | Iso Mesh Chair          | Black               | \$ 221 |       |
| SC4                     |     | Jetson Chair            | Black               | \$ 145 |       |
| XC3                     |     | Luxor Guest Chair       | Black Leather       | \$ 261 |       |
| SC1                     |     | New York Chair          | Black, Maple        | \$ 145 |       |
| SC9                     |     | Panton Chair            | White               | \$ 149 |       |
| SC10                    |     | Razor Armless Chair     | White               | \$ 59  |       |
| RSTDIN                  |     | Rustique Chair w/ arms  | Gunmetal            | \$ 109 |       |
| CH002                   |     | Wendy Chair             | Clear Acrylic       | \$ 89  |       |
| <b>EXECUTIVE CHAIRS</b> |     |                         |                     |        |       |
| OTO                     |     | Perth High Back         | Black               | \$ 318 |       |
| PROEXE                  |     | Pro Executive High Back | White Classic Vinyl | \$ 279 |       |
| XC1                     |     | Luxor High Back         | Black Leather       | \$ 302 |       |
| XC2                     |     | Luxor Mid Back          | Black Leather       | \$ 284 |       |
| XC4                     |     | Altura High Back        | Black Crepe         | \$ 278 |       |
| XC5                     |     | Altura Mid Back         | Black Crepe         | \$ 255 |       |
| <b>UTILITY CHAIRS</b>   |     |                         |                     |        |       |
| DF1                     |     | Altura Drafting Stool   | Black Crepe         | \$ 229 |       |
| SY1                     |     | Altura Steno Chair      | Black Crepe         | \$ 149 |       |
| <b>BARSTOOLS</b>        |     |                         |                     |        |       |
| BCE                     |     | Ice Barstool            | Transparent, Chrome | \$ 199 |       |
| BS001                   |     | Shark Barstool          | White, Chrome       | \$ 239 |       |
| BS002                   |     | Zoey Barstool           | White, Chrome       | \$ 219 |       |
| BS003                   |     | Zoey Barstool           | Black, Chrome       | \$ 219 |       |
| BSC                     |     | Oslo Barstool           | White               | \$ 197 |       |
| BSD                     |     | Oslo Barstool           | Blue                | \$ 197 |       |
| BSL                     |     | Gin Barstool            | Maple, Chrome       | \$ 149 |       |
| BSN                     |     | Jetson Barstool         | Black               | \$ 200 |       |
| BSS                     |     | Banana Barstool         | Black, Chrome       | \$ 187 |       |
| BST                     |     | Banana Barstool         | White, Chrome       | \$ 187 |       |
| ROLLBL                  |     | Lift Barstool           | Black Vinyl         | \$ 159 |       |
| ROLLGY                  |     | Lift Barstool           | Gray Vinyl          | \$ 159 |       |
| ROLLRD                  |     | Lift Barstool           | Red Vinyl           | \$ 159 |       |
| ROLLWH                  |     | Lift Barstool           | White Vinyl         | \$ 159 |       |
| RSTSTL                  |     | Rustique Barstool       | Gunmetal            | \$ 99  |       |



|            |  |  |  |  |  |        |  |
|------------|--|--|--|--|--|--------|--|
| SHOW NAME: |  |  |  |  |  | BOOTH: |  |
|------------|--|--|--|--|--|--------|--|

| CODE                                    | QTY | ITEM                       | DESCRIPTION                   | 2015     | TOTAL |
|---|-----|----------------------------|-------------------------------|----------|-------|
| <b>BARS</b>                             |     |                            |                               |          |       |
| BR1                                     |     | Martini Bar                | Gray Metal, Frosted Glass Top | \$ 1,011 |       |
| BRC                                     |     | Martini Bar Circle         | 3 Martini Bars                | \$ 2,911 |       |
| <b>OTTOMANS</b>                         |     |                            |                               |          |       |
| BN008                                   |     | Bench Ottoman              | Black Vinyl                   | \$ 309   |       |
| BN075                                   |     | Bench Ottoman              | White Vinyl                   | \$ 309   |       |
| CCB                                     |     | Circle Ottoman             | Black Leather                 | \$ 479   |       |
| CCW                                     |     | Circle Ottoman             | White Leather                 | \$ 479   |       |
| CCZ                                     |     | Circle Ottoman             | Black/White Leather           | \$ 479   |       |
| CUBL20                                  |     | Edge LED Cube Ottoman      | White, Plastic                | \$ 148   |       |
| END02B                                  |     | Endless Square Ottoman     | Black                         | \$ 269   |       |
| END02W                                  |     | Endless Square Ottoman     | White                         | \$ 269   |       |
| OSC                                     |     | Milano Cube Ottoman        | White Leather                 | \$ 95    |       |
| OTH                                     |     | Milano Cube Ottoman        | Black Leather                 | \$ 95    |       |
| OTK                                     |     | Half Round Ottoman         | Black Leather                 | \$ 290   |       |
| OTL                                     |     | Half Round Ottoman         | White Leather                 | \$ 290   |       |
| PUZZSW                                  |     | Puzzle Bench Ottoman       | White                         | \$ 232   |       |
| SAL                                     |     | Sally Stool/Ottoman        | White                         | \$ 69    |       |
| VIB01                                   |     | Vibe Cube Ottoman          | Green Vinyl                   | \$ 105   |       |
| VIB02                                   |     | Vibe Cube Ottoman          | Blue Vinyl                    | \$ 105   |       |
| VIB03                                   |     | Vibe Cube Ottoman          | Pink Vinyl                    | \$ 105   |       |
| VIB04                                   |     | Vibe Cube Ottoman          | Red Vinyl                     | \$ 105   |       |
| VIB05                                   |     | Vibe Cube Ottoman          | Yellow Vinyl                  | \$ 105   |       |
| VIB06                                   |     | Vibe Cube Ottoman          | Gold/Bronze Vinyl             | \$ 105   |       |
| VIB07                                   |     | Vibe Cube Ottoman          | Beige Vinyl                   | \$ 105   |       |
| VIB08                                   |     | Vibe Cube Ottoman          | Orange Vinyl                  | \$ 105   |       |
| <b>COCKTAIL TABLES</b>                  |     |                            |                               |          |       |
| C1C                                     |     | Geo Cocktail Table         | Glass, Chrome                 | \$ 189   |       |
| C1D                                     |     | Soho Cocktail Table        | Espresso, Metal               | \$ 299   |       |
| C1E                                     |     | Silverado Cocktail Table   | Glass, Chrome                 | \$ 209   |       |
| C1F                                     |     | Geo Cocktail Table         | Glass, Black                  | \$ 189   |       |
| C1K                                     |     | Inspiration Cocktail Table | Glass, Brushed Steel          | \$ 233   |       |
| C1W                                     |     | Sydney Cocktail Table      | White, Brushed Steel          | \$ 212   |       |
| C1Y                                     |     | Sydney Cocktail Table      | Black, Brushed Steel          | \$ 212   |       |
| COLI                                    |     | Oliver Cocktail Table      | Walnut Finish                 | \$ 180   |       |
| <b>SIDE &amp; END TABLES</b>            |     |                            |                               |          |       |
| AURA                                    |     | Aura Round Table           | White Metal                   | \$ 109   |       |
| CDYTB                                   |     | Candy Table                | Black Top                     | \$ 159   |       |
| CUBTBL                                  |     | Edge LED Cube Table        | Plastic, Plexi Top            | \$ 149   |       |
| E1C                                     |     | Geo End Table              | Glass, Chrome                 | \$ 185   |       |
| E1D                                     |     | Soho End Table             | Espresso, Metal               | \$ 269   |       |
| E1E                                     |     | Silverado End Table        | Glass, Chrome                 | \$ 199   |       |
| E1F                                     |     | Geo End Table              | Glass, Black                  | \$ 185   |       |
| E1K                                     |     | Inspiration End Table      | Glass, Brushed Steel          | \$ 219   |       |
| E1W                                     |     | Sydney End Table           | White, Brushed Steel          | \$ 191   |       |
| E1Y                                     |     | Sydney End Table           | Black, Brushed Steel          | \$ 191   |       |
| EOLI                                    |     | Oliver End Table           | Walnut Finish                 | \$ 160   |       |
| ETBL                                    |     | E Table                    | Wood                          | \$ 134   |       |
| NEMSAC                                  |     | Mosaic Tables              | Set of 3                      | \$ 219   |       |
| TMBTBL                                  |     | Timber Table               | Wood                          | \$ 129   |       |
| <b>CONFERENCE &amp; TRAINING TABLES</b> |     |                            |                               |          |       |
| C508GR                                  |     | 8' Table                   | Granite                       | \$ 419   |       |
| CB1                                     |     | 42" Round Table            | Graphite Nebula               | \$ 289   |       |
| CB2                                     |     | 6' Conference Table        | Graphite Nebula               | \$ 355   |       |
| CB3                                     |     | 8' Conference Table        | Graphite Nebula               | \$ 419   |       |
| CC5                                     |     | 42" Round Table            | Mahogany                      | \$ 289   |       |
| CC6                                     |     | 6' Table                   | Mahogany                      | \$ 355   |       |
| CC7                                     |     | 8' Table                   | Mahogany                      | \$ 419   |       |
| CC8                                     |     | 10' Table                  | Mahogany                      | \$ 629   |       |
| CD2                                     |     | 6' Conference Table        | Gray Nebula                   | \$ 355   |       |
| CD3                                     |     | 8' Conference Table        | Gray Nebula                   | \$ 419   |       |
| CE1                                     |     | Geo Table, Rnd Sq          | Glass, Chrome                 | \$ 239   |       |
| CE2                                     |     | Geo Table, Rectangle       | Glass, Chrome                 | \$ 339   |       |
| CF1                                     |     | Geo Table, Rnd Sq          | Glass, Black                  | \$ 239   |       |
| CF2                                     |     | Geo Table, Rectangle       | Glass, Black                  | \$ 339   |       |
| CG1                                     |     | Manhattan Table            | Glass, Black                  | \$ 249   |       |
| CONF42                                  |     | 42" Round Table            | White Laminate                | \$ 289   |       |
| CT06GR                                  |     | 6' Table                   | Granite                       | \$ 355   |       |
| CT10GR                                  |     | 10' Table                  | Granite                       | \$ 629   |       |
| OCT6W                                   |     | Nova Oval Table            | White, Silver Legs            | \$ 399   |       |
| MERLIN                                  |     | Merlin Multi Use Table     | Gray Laminate, Black          | \$ 259   |       |
| WD3                                     |     | Work Table                 | White Laminate, White         | \$ 249   |       |
| <b>G30 COMMUNAL TABLES</b>              |     |                            |                               |          |       |
| G30BMS                                  |     | G30 Bar Table              | Maple Top                     | \$ 499   |       |
| G30BWS                                  |     | G30 Bar Table              | White Top                     | \$ 499   |       |
| G30CMS                                  |     | G30 Cocktail Table         | Maple Top                     | \$ 279   |       |
| G30CWS                                  |     | G30 Cocktail Table         | White Top                     | \$ 279   |       |
| G30DMS                                  |     | G30 Café Table             | Maple Top                     | \$ 399   |       |
| G30DWS                                  |     | G30 Café Table             | White Top                     | \$ 399   |       |

| CODE  | QTY | ITEM                          | DESCRIPTION            | 2015   | TOTAL |
|---|-----|-------------------------------|------------------------|--------|-------|
| <b>G30 COMMUNAL TABLES W/ GROMMET HOLES</b> |     |                               |                        |        |       |
| G30BMW                                      |     | G30 Bar Table                 | Maple Top              | \$ 499 |       |
| G30BWW                                      |     | G30 Bar Table                 | White Top              | \$ 499 |       |
| G30CMW                                      |     | G30 Cocktail Table            | Maple Top              | \$ 279 |       |
| G30CWW                                      |     | G30 Cocktail Table            | White Top              | \$ 279 |       |
| G30DMW                                      |     | G30 Cafe Table                | Maple Top              | \$ 399 |       |
| G30DWW                                      |     | G30 Cafe Table                | White Top              | \$ 399 |       |
| <b>BAR TABLES W/ STANDARD BLACK BASE</b>    |     |                               |                        |        |       |
| 30MHSB                                      |     | 30" Round Bar Table           | Mahogany Top           | \$ 217 |       |
| VTB   |     | 30" Round Bar Table           | Brushed Red Top        | \$ 185 |       |
| VTG   |     | 30" Round Bar Table           | Brushed Blue Top       | \$ 185 |       |
| VTJ   |     | 30" Round Bar Table           | Silver Textured Top    | \$ 185 |       |
| VTK   |     | 30" Round Bar Table           | Graphite Nebula Top    | \$ 185 |       |
| VTN   |     | 30" Round Bar Table           | Maple Top              | \$ 185 |       |
| VTW   |     | 36" Round Bar Table           | Graphite Nebula Top    | \$ 199 |       |
| VTX   |     | 36" Round Bar Table           | Maple Top              | \$ 199 |       |
| VTY   |     | 36" Round Bar Table           | White Laminate Top     | \$ 199 |       |
| <b>BAR TABLES W/ TULIP CHROME BASE</b>      |     |                               |                        |        |       |
| 30MHTB                                      |     | 30" Round Bar Table           | Mahogany Top           | \$ 285 |       |
| WTB   |     | 30" Round Bar Table           | Brushed Red Top        | \$ 285 |       |
| WTC   |     | 30" Round Bar Table           | Brushed Blue Top       | \$ 285 |       |
| WTJ   |     | 30" Round Bar Table           | Graphite Nebula Top    | \$ 285 |       |
| WTK   |     | 30" Round Bar Table           | Maple Top              | \$ 285 |       |
| WTS   |     | 30" Round Bar Table           | Silver Textured Top    | \$ 285 |       |
| WTN   |     | 36" Round Bar Table           | Graphite Nebula Top    | \$ 299 |       |
| WTP   |     | 36" Round Bar Table           | Maple Top              | \$ 299 |       |
| WTW   |     | 36" Round Bar Table           | White Laminate Top     | \$ 299 |       |
| <b>CAFE TABLES W/ STANDARD BLACK BASE</b>   |     |                               |                        |        |       |
| 30MHSC                                      |     | 30" Round Café Table          | Mahogany Top           | \$ 208 |       |
| ZTB   |     | 30" Round Café Table          | Brushed Red Top        | \$ 169 |       |
| ZTC   |     | 30" Round Café Table          | Brushed Blue Top       | \$ 169 |       |
| ZTG   |     | 30" Round Café Table          | Silver Textured Top    | \$ 169 |       |
| ZTJ   |     | 30" Round Café Table          | Graphite Nebula Top    | \$ 169 |       |
| ZTK   |     | 30" Round Café Table          | Maple Top              | \$ 169 |       |
| ZTN   |     | 36" Round Café Table          | Graphite Nebula Top    | \$ 184 |       |
| ZTP   |     | 36" Round Café Table          | Maple Top              | \$ 184 |       |
| ZTQ   |     | 36" Round Café Table          | White Laminate Top     | \$ 184 |       |
| <b>CAFE TABLES W/ TULIP CHROME BASE</b>     |     |                               |                        |        |       |
| 30MHTC                                      |     | 30" Round Café Table          | Mahogany Top           | \$ 269 |       |
| XTB   |     | 30" Round Café Table          | Brushed Red Top        | \$ 269 |       |
| XTC   |     | 30" Round Café Table          | Brushed Blue Top       | \$ 269 |       |
| XTJ   |     | 30" Round Café Table          | Graphite Nebula Top    | \$ 269 |       |
| XTK   |     | 30" Round Café Table          | Maple Top              | \$ 269 |       |
| XTS   |     | 30" Round Café Table          | Silver Textured Top    | \$ 269 |       |
| XTN   |     | 36" Round Café Table          | Graphite Nebula Top    | \$ 285 |       |
| XTP   |     | 36" Round Café Table          | Maple Top              | \$ 285 |       |
| XTR   |     | 36" Round Café Table          | White Laminate Top     | \$ 285 |       |
| <b>BOOKCASES &amp; PRODUCT DISPLAYS</b>     |     |                               |                        |        |       |
| BC6   |     | Bookcase                      | Mahogany               | \$ 289 |       |
| BC7   |     | Bookcase                      | Granite                | \$ 259 |       |
| ET1   |     | Etagere                       | Pewter, Metal/Glass    | \$ 259 |       |
| ET2   |     | Etagere                       | Black, Metal/Glass     | \$ 259 |       |
| PDL   |     | Locking Pedestal              | Black                  | \$ 359 |       |
| PMB36                                       |     | Plastic Pedestal, 36"         | Black                  | \$ 299 |       |
| PMB42                                       |     | Plastic Pedestal, 42"         | Black                  | \$ 349 |       |
| PDL36B                                      |     | Powered Locking Pedestal, 36" | Black                  | \$ 359 |       |
| PDL36W                                      |     | Powered Locking Pedestal, 36" | White                  | \$ 359 |       |
| PDL42B                                      |     | Powered Locking Pedestal, 42" | Black                  | \$ 429 |       |
| PDL42W                                      |     | Powered Locking Pedestal, 42" | White                  | \$ 429 |       |
| <b>DESKS &amp; CREDENZAS</b>                |     |                               |                        |        |       |
| JD6   |     | Executive Desk                | Mahogany               | \$ 419 |       |
| JD7   |     | Executive Desk                | Granite                | \$ 409 |       |
| CR6   |     | Credenza                      | Mahogany               | \$ 419 |       |
| CR7   |     | Credenza                      | Granite                | \$ 399 |       |
| L26   |     | Lateral File                  | Mahogany               | \$ 329 |       |
| L27   |     | Lateral File                  | Granite                | \$ 319 |       |
| VF2   |     | Vertical File, 2 Drawer       | Light Gray             | \$ 140 |       |
| VF4   |     | Vertical File, 4 Drawer       | Light Gray             | \$ 191 |       |
| <b>FRIDGES</b>                              |     |                               |                        |        |       |
| R1Q   |     | Refrigerator, Small           | White, 4.0 cubic feet  | \$ 229 |       |
| R1R   |     | Refrigerator, Large           | White, 14.0 cubic feet | \$ 652 |       |
| <b>MOBILE TABLET STANDS</b>                 |     |                               |                        |        |       |
| TBSTDW                                      |     | Mobile Tablet Stand           | White                  | \$ 209 |       |
| TBSTND                                      |     | Mobile Tablet Stand           | Black                  | \$ 209 |       |
| TBCHHR                                      |     | Brochure Holder               | Black                  | \$ 49  |       |
| TBPNTN                                      |     | Wireless Printer Holder       | Black                  | \$ 49  |       |
| TBSHLF                                      |     | Charging Shelf                | Black                  | \$ 49  |       |
| <b>LAMPS</b>                                |     |                               |                        |        |       |
| LA14  |     | Mason Table Lamp              | Brushed Silver         | \$ 108 |       |
| LA15  |     | Mason Floor Lamp              | Brushed Silver         | \$ 165 |       |